

# AGENDA

## *REGULAR MEETING OF COUNCIL and HARBOUR AUTHORITY*

**Tuesday, November 25, 2014**

**7:30 p.m.**

**George Fraser Room, Ucluelet Community Centre**

**500 Matterson Drive,**

**Ucluelet, B.C.**

**Council Members:**

Mayor Bill Irving

Councillor Dario Corlazzoli

Councillor Geoff Lyons

Councillor Sally Mole

Councillor Randy Oliwa



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## HARBOUR AUTHORITY & REGULAR COUNCIL MEETING AGENDA

November 25, 2014 at 7:30 pm  
 George Fraser Room, Ucluelet Community Centre  
 500 Matterson Drive, Ucluelet, BC

	<b>CALL TO ORDER:</b>	
	<b>ADOPTION OF MINUTES:</b>	
Pg.7	<b>MIN-1</b> October 28, 2014 Regular Council Minutes	
	<b>PUBLIC INPUT, DELEGATIONS &amp; PETITIONS:</b> None	
	<b>CORRESPONDENCE:</b>	
Pg.17	<b>C-1 Continuation Requirements for Municipal and Regional District Tax Program</b> Paul Flanagan, Executive Director, Ministry of Finance	
Pg.19	<b>C-2 Adoption Awareness Month</b> Hon. Stephanie Cadieux, Minister of Children and Family Development	
Pg.21	<b>C-3 Municipal Spending Watch Report and Property Tax Gap Report</b> Richard Truscott, Director of Provincial Affairs, Canadian Federation of Independent Business	
Pg.25	<b>C-4 Request to Relocate Crosswalk and Post 'No Parking' Signs at Ucluelet Elementary School</b> Roger Gudbranson, Resident	

**INFORMATION ITEMS:**

- Pg.27 **I-1 Update on High-speed Internet to the District of Ucluelet**  
Hon. Andrew Wilkinson, Minister of Technology, Innovation and  
Citizens' Services
- Pg.29 **I-2 UBCM Follow up on Recovery Planning and RCMP Staffing**  
Hon. Suzanne Anton, Minister of Justice
- Pg.31 **I-3 UBCM Follow up on Agrifoods**  
Hon. Norm Letnick, Minister of Agriculture
- Pg.33 **I-4 UBCM Follow up**  
Hon. Mary Polak, Minister of Environment
- Pg.35 **I-5 UBCM Follow up on First Nations Legislation, Clayoquot  
Biosphere Board Participation, and Marine Planning Partnership  
for the North Pacific Coast.**  
Anthony Danks, Executive Director, Ministry of Environment
- Pg.37 **I-6 UBCM Follow up on West Coast Health Network and Helipad  
Transport Canada Regulation**  
Hon. Terry Lake, Minister of Health
- Pg.39 **I-7 Phase Two of Lost Shoe Creek Off-Channel Project**  
Johnathan Tillie, Operations Manager, Ministry of Transportation
- Pg.41 **I-8 Coho Allocation in the Area G Troll Fishery**  
Susan Farlinger, Regional Director General - Pacific Region,  
Fisheries and Oceans Canada
- Pg.43 **I-9 Deer in Ucluelet**  
David White, Resident
- Pg.45 **I-10 Teamsters Canada Ad Campaign for Rail Safety**  
Robert Bouvier, President, Teamsters Canada
- Pg.47 **I-11 West Coast Multiplex Memorandum of Understanding**  
Cindy Solda, Alberni-Clayoquot Regional District
- Pg.53 **I-12 Tofino Complex Care Facility Drawing**  
Derek Appleton, Chair of Building Committee, Westcoast Native  
Health Care Society
- Pg.55 **I-13 Construction Monitor Newsletter on Trans Mountain Oil Pipeline  
Expansion**  
Philip Hochstein, President, Independent Contractors & Businesses  
Association of British Columbia

Pg.61	<b>INFORMATION ITEMS (CONT'D) :</b>  <b>I-14 Liquor Licensing Target Timelines</b> Douglas Scott, Assistant Deputy Minister/General Manager, B.C. Liquor Control & Licensing Branch	
Pg.63	<b>I-15 AVICC Information Package</b> Iris Hesketh-Boles, Association of Vancouver Island Coastal Communities	
Pg.73	<b>REPORTS:</b>  <b>R-1 Expenditure Voucher G-18/14</b> Jeanette O'Connor, CFO	
Pg.79	<b>R-2 Waiving of Fees for Facility Use Policy</b> Abby Fortune, Director of Parks & Recreation	
Pg.83	<b>R-3 Follow-up Report on Matterson Road Delineators</b> Warren Cannon, Superintendent of Public Works	
Pg.85	<b>LEGISLATION:</b>  <b>L-1 Fourth Reading of Bylaw No. 1178, 2014 - Oath of Office</b> Andrew Yeates, CAO	
	<b>COM-1 COUNCIL COMMITTEE REPORTS</b>  <b>Councillor Dario Corlazzoli</b> <i>Deputy Mayor October-December</i> <ul style="list-style-type: none"> <li>◆ Coastal Community Network</li> <li>◆ Fisheries</li> <li>◆ Signage Committee</li> <li>◆ Ucluelet Chamber of Commerce</li> <li>◆ Ucluelet Recreation Committee (<i>alternate</i>)</li> <li>◆ Wild Pacific Trail</li> <li>◆ Clayoquot Biosphere Trust Society (<i>alternate</i>)</li> </ul> <b>Councillor Geoff Lyons</b> <i>Deputy Mayor April-June</i> <ul style="list-style-type: none"> <li>◆ Central West Coast Forest Society</li> <li>◆ Food Bank on the Edge</li> <li>◆ Local Marine Advisory Committee</li> <li>◆ Ucluelet &amp; Area Historical Society</li> <li>◆ Clayoquot Biosphere Trust Society</li> <li>◆ West Coast Multiplex Society</li> </ul>	

**Councillor Sally Mole**

*Deputy Mayor July-September*

- ◆ Harbour Advisory Commission
- ◆ School Liaison *(alternate)*
- ◆ Ucluelet & Area Child Care Society
- ◆ Ucluelet Affordable Housing Society
- ◆ Ucluelet Recreation Commission
- ◆ Vancouver Island Regional Library *(alternate)*
- ◆ Westcoast Community Resources Society
- ◆ Coastal Family Resource Coalition

**Councillor Randy Oliwa**

*Deputy Mayor January-March*

- ◆ Parent Advisory Committee/Public School Liaison
- ◆ Sea View Senior's Housing Society
- ◆ Ucluelet Volunteer Fire Brigade
- ◆ Ucluelet/Provincial Emergency Program
- ◆ Vancouver Island Regional Library Board

**Mayor Bill Irving**

- ◆ Alberni-Clayoquot Regional District
- ◆ Pacific Rim Harbour Authority
- ◆ Aquarium Board

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**COM-2 HARBOUR ADVISORY COMMISSION**

- ◆ June 5, 2014 Adopted Minutes
- ◆ September 4, 2014 Adopted Minutes
- ◆ November 13, 2014 Draft Minutes

**LATE ITEMS:**

**NEW BUSINESS:**

**PUBLIC QUESTION PERIOD:**

**ADJOURNMENT**

**RESOLVE INTO CLOSED SESSION**

***Notice:*** *This meeting may be closed to the public only where items for consideration meet the requirements of Section 90 of the Community Charter.*

**DISTRICT OF UCLUELET**  
 Minutes of the Regular Council Meeting  
 held in the George Fraser Room, 500 Matterson Drive,  
 Ucluelet, BC on October 28, 2014 at 7:30 pm

**COUNCIL PRESENT:**

Acting Mayor Corlazzoli  
 Councillor Lyons  
 Councillor Mole  
 Councillor Oliwa

**STAFF PRESENT:**

Andrew Yeates, CAO  
 Morgan Dossdall, Recording Secretary

**REGRETS:**

Mayor Irving

**CALL TO ORDER:**

Acting Mayor Corlazzoli called the meeting to order at 7:30 pm

**APPROVAL OF MINUTES:****ERRORS OR OMISSIONS:**

- ❖ MIN-1, Page 2: Amend motion to remove “ascertain deer population numbers and trends in Ucluelet” and replace with request that staff contact municipalities that have implemented deer cull programs to determine their success

**MIN-1 October 14, 2014 Regular Council Minutes**

Moved by Councillor Oliwa and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT the October 28, 2014 Regular Council minutes be adopted as amended.*

**Carried.**

**MIN-2 October 16, 2014 Special Council Minutes**

Moved by Councillor Mole and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT the October 16, 2014 Special Council minutes be adopted as presented.*

**Carried.**

**BUSINESS OUT OF THE MINUTES:**

None

**PUBLIC INPUT, DELEGATIONS & PETITIONS:**

- ❖ Under Section 19.2(f) of the *District of Ucluelet Council Procedures Bylaw No.1166, 2014*, Public Input, Delegations, and Petitions are suspended from the close of nominations preceding a general local election or by-election until the meeting of Council following the election, except where Council, by resolution, permits a person or delegation to address Council.

**CORRESPONDENCE ITEMS:**

**C-1 Request to Extend Bike Lane along Coast Guard Drive**  
Robin Myck, Resident

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive correspondence item C-1, "Request to Extend Bike Lane along Coast Guard Drive", for discussion.*

**Carried.**

Moved by Councillor Lyons and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council forward the request to extend the bike lane on Peninsula Road east along Coast Guard Drive to the 2015 budget process for consideration.*

**Carried.**

**C-2 BC Resort Communities Funding Proposal**  
Nicole Vaugeois, Ph.D. – BC Regional Innovation Chair in Tourism and Sustainable Rural Development, Vancouver Island University

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council receive correspondence item C-2 for discussion.*

**Carried.**

Moved by Councillor Oliwa and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council provide a letter of support for the Resort Municipalities Concept Proposal, and name Abby Fortune as the contact person for the District of Uchuelet.*

**Carried.**

**C-3 Request to Discuss Tofino Complex Care Facility Plans**  
Derek Appleton, Chair, Westcoast Native Health Care Society

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive correspondence item C-3 for discussion.*

**Carried.**

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council determine its availability for attending the November 4, 2014 Pacific Rim Advisory Group meeting and direct staff to RSVP.*

**Carried.**

**INFORMATION ITEMS:**

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive information items I-1 through I-6.*

**Carried.**

- I-1 Commercial Skate Allocation in British Columbia**  
Hon. Gail Shea, Minister of Fisheries and Oceans
- I-2 UBCM Follow-up on International Trade and Business Development**  
Hon. Teresa Wat, Minister of International Trade
- I-3 Response to Economic Development in Ucluelet**  
Hon. Christy Clark, Premier of British Columbia
- I-4 Follow-up on Highway 4 Maintenance**  
Hon. Todd Stone, Minister of Transportation and Infrastructure
- I-5 Update on S.A.L.T.S. Program Experience**  
Rachel Dziama, USS Student
- I-6 Gas Tax Agreement Community Works Fund Payment**  
Sav Shaliwal, UBCM President

**REPORTS:**

- R-1 Expenditure Voucher G-17/14**  
Jeanette O'Connor, CFO

Moved by Councillor Oliwa and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive report R-1, Expenditure Voucher G-17/14.*

**Carried.**

- ❖ Council agreed to forward suggestion of moving fireworks display from Halloween to Canada Day to Recreation Commission for discussion

- R-2 Quarterly Managers' Report for Third Quarter, 2014**  
District of Ucluelet

Moved by Councillor Lyons and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council receive report R-2, "Quarterly Managers' Report for Third Quarter, 2014" and thank staff for their submission.*

**Carried.**

- R-3 Quarterly Motion Report for Third Quarter, 2014**  
District of Ucluelet

Moved by Councillor Oliwa and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive report R-3, "Quarterly Motion Report for Third Quarter, 2014".*

**Carried.**

**R-4 2015 Council Meeting Schedule**

Jeanette O'Connor, CFO

Moved by Councillor Oliwa and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council approve the recommendation of report R-4, "2015 Council Meeting Schedule", which states:*

1. *THAT Council adopts the Regular Council Meeting Schedule for 2015.*

**Carried.**

**R-5 Holiday Season Office Hours**

Jeanette O'Connor, CFO

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council approve the recommendation of report R-5, "Holiday Season Office Hours", which states:*

1. *THAT Council authorize the closure of the Municipal Office for the 2014 holiday season from Monday, December 22, 2014 through Friday, January 02, 2015. The office will reopen on Monday, January 5, 2015.*

**Carried.**

**R-6 Age-Friendly Community Planning and Projects Grant**

Abby Fortune, Director of Parks & Recreation

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council approve the recommendations of report R-6, "Age-friendly Community Planning & Projects Grant", which state:*

1. *THAT Council receives this report for information.*
2. *THAT Council supports, by resolution, the application for the Age-friendly Community Planning Grant for 2015 to create a local Age-friendly Plan to be submitted on October 31, 2014.*

**Carried.**

**R-7 Community Input and Assessment Process for Bylaw 1160, 2013**

Patricia Abdulla, Manager of Planning

Moved by Councillor Oliwa and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council approve the recommendations of report R-7, "Community Input and Assessment Process - Response to Proposal from Public Hearing Proponents to Increase Permissible Commercial and Residential Uses in Residential Zones", which state:*

1. *THAT Council direct staff to proceed with the preparation of a door to door survey on Items 1 and 2 outlined in the following report to be conducted in single family dwelling residential neighbourhoods and*
2. *THAT Council indicates a time frame in which this survey should occur.*

**Carried.**

- ❖ Planning Committee Liaison, Acting Mayor Corlazzoli, suggested survey to take place in early January/February, 2015

**LEGISLATION:****L-1 Fourth Reading of Bylaw No. 1175, 2014 – Ucluelet Municipal Property Tax Exemption**

Jeanette O'Connor, CFO

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council receive legislative report L-1, "Fourth Reading of Ucluelet Municipal Property Tax Exemption Bylaw for the 2015 Tax Year", for discussion.*

Carried.

Moved by Councillor Oliwa and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council give Fourth Reading and Adoption to Ucluelet Municipal Property Tax Exemption Bylaw No. 1175, 2014.*

Carried.

**L-2 Proposal to Rezone 1136 Coral Way from R1 Single Family Residential to VR-1 Vacation Residential**

John Towgood, Planning Assistant

Moved by Councillor Oliwa and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council approve the recommendations of legislative report L-2, "Proposal to Rezone Lot 20, Section 21, Clayoquot District, Plan VIP64737, PID 023-656-107 (1136 Coral Way) from R1 Single Family Residential to VR-1 Vacation Residential zone", which state:*

1. *THAT Council receives this report for information.*
2. *THAT Zoning Bylaw No.1176, 2014 be given First and Second Readings and*
3. *THAT Zoning Bylaw No.1176, 2014 be advanced to a Public Hearing.*

Carried.

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council give First Reading to District of Ucluelet Zoning Amendment Bylaw No. 1176, 2014.*

Carried.

Moved by Councillor Lyons and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council give Second Reading to District of Ucluelet Zoning Amendment Bylaw No. 1176, 2014.*

Carried.

**L-3 Up to Three Readings of Bylaw No.1178, 2014 – Oath of Office**

Andrew Yeates, CAO

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council receive legislative report L-3, "Proposed Oath of Office Bylaw 1178, 2014 for Elected Officials", for discussion.*

Carried.

Moved by Councillor Mole and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council approve the recommendations of report L-3, "Proposed Oath of Office Bylaw 1178, 2014 for Elected Officials", which state:*

1. *THAT Council receives this report for information;*
2. *THAT Council give consideration to the proposed 'Oath of Office Bylaw 1178, 2014';*
3. *THAT Council give up to three readings to the proposed 'Oath of Office Bylaw 1178, 2014'.*

**Carried.**

Moved by Councillor Mole and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council give First Reading to Oath of Office Bylaw No. 1178, 2014.*

**Carried.**

Moved by Councillor Lyons and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council give Second Reading to Oath of Office Bylaw No. 1178, 2014.*

**Carried.**

Moved by Councillor Oliwa and seconded by Councillor Mole

**BE IT RESOLVED:** *THAT Council give Third Reading to Oath of Office Bylaw No. 1178, 2014.*

**Carried.**

**COM-1 COMMITTEE REPORTS:**

***Councillor Dario Corlazzoli***

No meetings to report

***Councillor Geoff Lyons***

- Central West Coast Forest Society

AGM is next week

- Food Bank on the Edge

Discussed starting the planning for Christmas hampers at recent meeting

- Ucluelet & Area Historical Society

Legion will be displaying WWI veteran memorabilia for Remembrance Day; UAHS is also developing policy around picture sales, as reproductions are prohibited

Currently working with Pacific Rim Arts Society to bring Vancouver Opera events back to schools

UAHS is looking for location to store materials; made request to CAO if able to store materials in the basement of municipal office

BC Heritage week starting in February 2015; currently looking for themes

- West Coast Multiplex Society

Met this week with ACRD; discussed seeking clarification on building sites for Biosphere Centre; latest ground tests show that sites near airport are not conducive to building, so group is now testing different locations

- EMCON

Ucluelet, Tofino, and RCMP met with EMCON; EMCON reported that this year's maintenance went better than last year, and so they will continue with the current schedule of two 10-hour shifts during good weather; if weather worsens or something needs attention, EMCON will move to 12-hour shifts for full coverage; they are also working closely with ACRD to ensure full coverage and quick response

There are new tire regulations for Hwy 4; commuters now require M&S and/or snow-rated tires; only carrying chains is no longer adequate; RCMP will start road checks in November

### ***Councillor Sally Mole***

- Westcoast Community Resources Society

AGM was held October 16, 2014 at Ucluelet Aquarium; great turnout with all board members staying on plus one new board member, Clay Clayton

- Airport Advisory Meeting

Mayor Irving and Clr. Mole attended meeting on October 21, 2014 with Tourism Ucluelet, Tourism Tofino, Tofino Council, Parks Canada, and ACRD; held preliminary meeting to discuss traffic needed at the airport and discussed the benefit to both communities

### ***Councillor Randy Oliwa***

No meetings to report

Moved by Councillor Mole and seconded by Councillor Oliwa

**BE IT RESOLVED: THAT Council receive all committee reports.**

**Carried.**

### **LATE ITEMS:**

None

### **NEW BUSINESS**

- Back to School BBQ

Clr. Oliwa thanked the local RCMP for hosting the back-to-school BBQ

- Citizen Acknowledgement

Clr. Oliwa publicly acknowledged senior citizen Kay Brewster for calling an ambulance to attend her friend, whom she recognized over the phone as being in distress. Clr. Oliwa requested if Council could take action to formally recognize her outstanding efforts

- Oil Spills

Clr. Lyons noted need for information and certainty following recent oil spill incident in the harbour and confusion over whose responsibility it was to attend the spill; Clr. Lyons recognized that responsibility generally falls with Ministry of Environment or DFO, but would like to explore options for response and compensation to District, if District is first responder

Clr. Oliwa requested information on how recent spills were responded to; CAO Yeates replied that both Public Works and Harbour Master respond, but District does not have much oil spill cleanup equipment; all incidents are immediately reported to Ministry of Environment and DFO

Moved by Councillor Lyons and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council direct staff to provide them with a report on recommendations for responding to oil spills in the Ucluelet harbour so that it is clear who responds to various types of incidents, how they respond, and when.*

**Carried.**

- Building Grant for Small Communities

Clr. Mole was pleased to see sidewalk go in on Peninsula Road, and noted that the Building Canada Grant for Small Communities is now available

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT Council direct staff to provide them with a report on options that the District of Ucluelet can pursue under the Building Grant for Small Communities*

**Carried.**

- EMCON

Moved by Acting Mayor Corlazzoli and seconded by Councillor Oliwa

**BE IT RESOLVED:** *THAT Council write a letter of thanks to EMCON for the maintenance work they have done on Highway 4, including installation of the cat's eyes.*

**Carried.**

Clr. Lyons also noted that new plan to have two narrow rumble strips replace one broken one on highway, which will last longer; will also put in two sets of cat's eyes

**PUBLIC QUESTION PERIOD**

Council received questions from the public re:

- Clarification on how grant-in-aid process works for Army, Navy & Air Force in 2015

**ADJOURNMENT:**

Moved by Councillor Mole and seconded by Councillor Lyons

**BE IT RESOLVED:** *THAT it is in the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential matters related to a legal issue, pursuant to section 90(1), subsections (C) and (I) of the Community Charter and that Council continue the meeting in closed session.*

**Carried.**

Acting Mayor Corlazzoli suspended the regular council meeting at 8:10 pm and moved in-camera.

Acting Mayor Corlazzoli adjourned the in-camera meeting at 8:45 pm and resumed the open meeting at 8:47 pm.

Acting Mayor Corlazzoli adjourned the regular council meeting at 8:48 pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, October 28, 2014 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

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Bill Irving  
Mayor

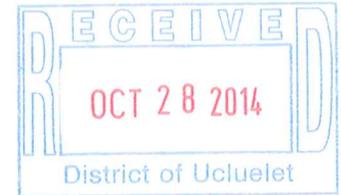
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Andrew Yeates  
CAO

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Filecode: 0410-20 MOF  
X-Ref: 1855-03 MRDT  
Forwarded to: Council, Andrew  
 Physical  Electronic



OCT 17 2014

338940

His Worship Mayor Bill Irving  
District of Ucluelet  
P.O. Box 999  
Ucluelet, BC V0R 3A0

Dear Mayor Irving:

Under the *Provincial Sales Tax Act*, an up to 2 per cent tax on accommodation is imposed in designated accommodation areas on behalf of designated recipients to raise revenue for local tourism marketing, programs and projects (Municipal and Regional District Tax Program).

The District of Ucluelet is a designated recipient under the Municipal and Regional District Tax Program. The tax will cease June 1, 2018, unless it is extended before then. If the District of Ucluelet wishes to extend the Municipal and Regional District Tax imposed in the District of Ucluelet on or after June 1, 2018, the district must submit a completed renewal application, in accordance with the program guidelines, **by December 2017**.

One of the requirements for a renewal application from a municipality is a bylaw requesting the Province impose the tax. As the *Hotel Room Tax Act* has been repealed, the bylaw submitted with the district's previous application is not sufficient to request that the Province extend the tax in the District of Ucluelet on or after June 1, 2018, and a new bylaw will be required.

Attached for your convenience is a template for a standard bylaw. Should there be any amendments to the *Provincial Sales Tax Act* between now and December 2017, the references to the Act in the standard bylaw may no longer be accurate and would need to be updated. You will need to confer with legal counsel for the district.

If you have any questions about the Municipal and Regional District Tax or the renewal process, please contact [communitypartnerships@destinationbc.ca](mailto:communitypartnerships@destinationbc.ca).

Sincerely,

for

Paul Flanagan  
Executive Director, Tax Policy Branch

Enclosure: Bylaw template

cc: Andrew Yeates, Chief Administrative Officer

Ministry of Finance

Policy and Legislation  
Division

Tax Policy Branch

Mailing Address:  
PO Box 9547 Stn Prov Govt  
Victoria BC V8W 9C5  
[www.gov.bc.ca/fin](http://www.gov.bc.ca/fin)

Location Address:  
Room 105  
617 Government Street  
Victoria BC

<City legal name>

BYLAW NO. <X>

<Bylaw Title>

A Bylaw to request the imposition of a tax on accommodation under the Provisions of the Provincial Sales Tax Act.

WHEREAS the Council of the <city legal name> wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS a municipality may request that the Lieutenant Governor in Council make a regulation, under section 240 of the Provincial Sales Tax Act, imposing, on behalf of the municipality, an additional tax not exceeding two (2) percent of purchase price of accommodation sold within the municipality;

NOW THEREFORE, the Council of <city legal name>, in open meeting assembled, enacts as follows:

1. The Lieutenant Governor in Council is hereby requested to make a regulation under section 240 of the Provincial Sales Tax Act declaring that effective <effective date>, section 123(1) of the said Act applies in respect of accommodation purchased within the <city legal name>.
2. The tax to be imposed under the provisions of the regulation is requested to be <rate not exceeding two (2)> percent of the purchase price of accommodation.
3. The funds paid to the <city legal name> under the provisions of the regulation shall be applied to tourism marketing, programs and projects.
4. This bylaw may be cited for all purposes as <standard name of bylaw for municipality>
5. <any previous bylaws and all amendments thereto> are hereby repealed.
6. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this <date>

Adopted by the Municipal Council of the <city legal name> this <date>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

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**Subject:** Adoption Awareness Month

**From:** MCF Correspondence Management MCF:EX [<mailto:MCF.CorrespondenceManagement@gov.bc.ca>]

**Sent:** November-03-14 11:52 AM

**To:** Info Ucluelet

**Subject:** Adoption Awareness Month

Ref: 219633

His Worship Mayor Bill Irving and Council

District of Ucluelet

E-mail: [info@ucluelet.ca](mailto:info@ucluelet.ca)

Dear Mayor Irving and Council:

November is Adoption Awareness Month in British Columbia. The month offers an opportunity to celebrate the many families in the province that have opened their hearts and homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past five years, nearly 1,250 have found homes through adoption, but there are still more than 1,000 children and youth in government care waiting for a forever family. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with British Columbia's Representative for Children and Youth and the Adoptive Families Association of British Columbia (AFABC) we are working to find those 1,000 families. This April, we invested \$2 million to increase adoption and other permanency placements for kids in care. The 1000familiesbc campaign is the next step in our joint effort to connect waiting children with caring families. Help us raise awareness on facebook and twitter by using the hashtag #1000familiesbc or by directing to [1000familiesbc.com](http://1000familiesbc.com).

There are many other ways you can celebrate adoptive families and help raise awareness of adoption. Your council could proclaim Adoption Awareness Month in your community; you could create an adoption display in your office, using a copy of the Provincial Proclamation and Adoption poster; or you could help promote some of the many events to celebrate our adoptive families in communities across British Columbia throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

The Ministry of Children and Family Development (MCFD) has created an information kit, with printable posters, fact sheets, and the Provincial Proclamation to help raise awareness of adoption in your community. To access this information and to find out more about adoption, I encourage you to visit the MCFD Web site regularly at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and find loving homes for British Columbia's children and youth.

## **C-2.2**

Sincerely,

### **ORIGINAL SIGNED BY**

Stephanie Cadieux  
Minister of Children and Family Development

November 5, 2014

Dear Mayor and Council:

As you may know, the Canadian Federation of Independent Business (CFIB) is a non-profit, non-partisan business association that seeks to give independent business a greater voice in determining the laws that govern business in the country. With 109,000 members across Canada, 10,000 of which are located in BC, we are the largest organization exclusively representing the interests of small-and medium-sized businesses (SMEs) to all levels of government.

I would like to take this opportunity to share with you the results of the seventh edition of our *Municipal Spending Watch* report. The report evaluates the health of municipal finances across BC, including that of your own municipality. Additionally, we are inviting your office to issue an official response to our findings.

Small businesses are a vital part of our economy and deserve to be treated fairly. However, as municipal operating spending goes up, small businesses end up paying disproportionately more tax and fees than residents despite not consuming the same level of municipal services. Since releasing our first municipal spending report in 2008, operating spending in BC has continued to increase. In fact, BC municipalities on average were spending over three and a half times population growth from 2000 levels.

In our report, you will find a comprehensive study of municipal spending and a discussion of the negative impact that unsustainable spending has on small businesses. The following recommendations, which can be found in our report, should be taken into consideration:

1. **Municipal operating spending increases should be limited to the rate of population growth and inflation.**
2. **In all cases, core services must be identified and core service reviews conducted to ensure effective fiscal management.**
3. **Public sector compensation should be aligned with the private sector.** According to the latest CFIB research, British Columbia currently has a 35.1 per cent gap between these sectors when combining wages and benefits. CFIB recommends freezing public sector wages until private sector wages catch up and reach parity with those of the public sector.
4. **Increase transparency of reporting municipal financial data.** While data is collected and reported on an annual basis by the BC Government, the quality and coverage of the data could use improvement. For example, the province should collect and publically report the data on the number of employees and the total amount spent on wages, salaries and benefits at the municipal level on a regular basis. This practice is already in place in Alberta and Quebec. In order to better inform the public as to where their tax dollars are being spent, improving accountability in the process, employment and salary numbers should be

broken down by function and included in the annual reports submitted to the province by municipal governments.

5. **All municipalities support the mandate and abide by the recommendations of BC's new Municipal Auditor General.** CFIB is encouraged that the provincial government has followed through on its commitment to create an independent Auditor General for Local Government (AGLG), as recommended in previous iterations of this report. However, the success and effect of this new office will rely on the cooperation and recognition of municipal governments. Therefore, we urge municipalities to commit to working constructively with the AGLG to reverse the unsustainable spending trends outlined in this report.

In addition to our *Municipal Spending Watch Report*, we also released in October our *Property Tax Gap Report*, which is the difference between what a commercial property owner and a residential property owner pay in taxes based on the same assessed value of property. CFIB has not just taken a look at changes in tax fairness for 2013, the last year for which data is available, but also for the entire past ten years, with the goal of determining how much progress has really been made over the last decade.

CFIB analysis shows the overall tax gap across all B.C. municipalities has fluctuated considerably over the last ten years. From 2003 to 2008, the property tax gap expanded from 2.48 to 2.93. Thankfully, in the five years since, the tax gap has narrowed by a more modest amount to 2.65. However there is still work to be done. Below are CFIB's recommendations:

1. **Municipal governments should cap the property tax gap between businesses and residents at a maximum of 2 to 1.** As long as municipalities continue to move in the right direction, CFIB proposes this be a voluntary commitment, rather than having the provincial government legislate a cap, and proposes local governments set a timeline of a decade for all municipalities to achieve a gap of 2 to 1.
2. **Municipal governments should provide earlier property tax notices for commercial taxpayers.** Unlike other major business costs staggered throughout the year, property taxes represent a major one-time payment that for some small business owners may be in the tens of thousands of dollars. Earlier notice for these taxpayers allows more time to arrange financing if need be.
3. **Municipal governments should allow commercial taxpayers to remit taxes in monthly or quarterly installments.** Greater payment flexibility eases the financial burden on small business owners facing large tax bills.
4. **Municipal governments should extend the homeowners' grant to business owners occupying live/work spaces.** At present, there appears to be no consistent policy across communities for small business owners who live and work out of the same building. While municipalities allow for the zoning of these spaces, CFIB members report a patchwork of approaches when it comes to their ability to claim the grant. For the sake of certainty, small-business owners in zoned work/live premises should be allowed to claim the homeowners grant.

I look forward to receiving a written response from you regarding operating spending and the property tax gap in your municipality. Please do not hesitate to call if you have any questions.

Sincerely,

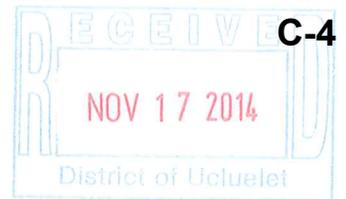
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Richard Truscott  
Director of Provincial Affairs, British Columbia

CFIB - Powered by Entrepreneurs

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Filecode: D220-20 2014  
X-Ref:  
Forwarded to: Council, Andrew  
 Physical  Electronic



November 13, 2014

Mayor and Council  
PO Box 999  
Ucluelet, BC  
VOR 3A0

Re: Crosswalk/UES

Dear Mayor and Council

On Peninsula Road across from the Ucluelet Elementary School there is a blue Chevrolet sedan license number [REDACTED] parked adjacent to the crosswalk. ICBC states that a parked vehicle must be no closer than six meters to a crosswalk. I bring this to your attention with concern that a child could walk out in front of this car into the crosswalk and be hit by an oncoming vehicle. I believe in the past that the District had given thought to relocating this crosswalk to a more appropriate spot. I would also like to see "no parking" signs on either side of the crosswalk. In the meantime your attention to having the above mentioned vehicle relocated would be appreciated.

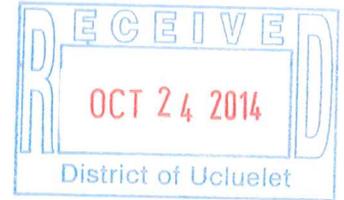
Yours truly,

A handwritten signature in black ink, appearing to read "Roger Gudbranson".

Roger Gudbranson  
PO Box 454  
Ucluelet, BC  
VOR 3A0  
250-726-4494

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Filecode: 0410-20 MTICS

Forwarded to: Council, Andrew  
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Ref: 101620

His Worship Bill Irving, Mayor  
 District of Ucluelet  
 200 Main Street Box 999  
 Ucluelet BC V0R 3A0

Dear Mayor Irving:

Premier Christy Clark shared her September 30, 2014 response to your letter of August 22, 2014 with me, and asked that I respond to you with an update on the ongoing provisioning of high-speed Internet to the District of Ucluelet. In my role as Minister of Technology, Innovation and Citizens' Services, I am responsible for government's programs to extend high-speed Internet and cellular telephone connectivity throughout British Columbia.

Efforts are underway to complete the extension of fibre-optic cable along Highway 4 to Ucluelet and Tofino. This is a very expensive project, the costs of which are being shared between BC Hydro, TELUS, local First Nations, and the Province. As you know, coordination of the project is taking place through a Working Group which includes representation from the District of Ucluelet.

While the circumstances delaying completion are regrettable, we remain confident that the build will be finalized and the much needed bandwidth made available.

In the meantime, TELUS has recently completed an interim upgrade to its existing microwave system supplying the West Coast that will provide some additional capacity. Testing remains to be completed before the system is fully operational. While not a long-term solution to the bandwidth constriction issue in the region, it is a welcome development.

/2

Once again, on behalf of the Province, I would like to take this opportunity to thank you for your ongoing support of this initiative and for the District's participation in the West Coast Fibre-Optic Working Group. Past experience confirms that sustainable connectivity solutions are only possible when all levels of government and the private sector service providers work together.

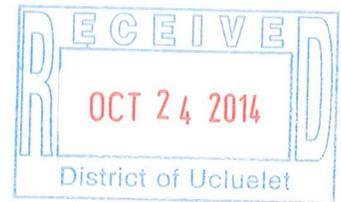
Sincerely,

A handwritten signature in cursive script that reads "Andrew Wilkinson".

Andrew Wilkinson  
Minister

pc: Honourable Christy Clark  
Premier, Province of British Columbia

Filecode: 0410-20 MOJ  
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 Physical  Electronic



OCT 20 2014

His Worship Bill Irving  
 Mayor of the District of Ucluelet  
 PO Box 999  
 Ucluelet BC V0R 3A0

Dear Mayor Irving:

I would like to thank the District of Ucluelet for an informative meeting at this year's Union of British Columbia Municipalities Convention in Whistler. It was a pleasure to meet you and your delegation and hear about the issues of importance to your community.

Emergency Management BC (EMBC) is aware of your interest to work together towards focussed recovery planning. Ms. Clare Fletcher, Regional Manager for the Vancouver Island Region, EMBC, will be following up with the District on this subject. Should you need to contact Ms. Fletcher her email is [Clare.Fletcher@gov.bc.ca](mailto:Clare.Fletcher@gov.bc.ca) and her phone number is 250-952-4904.

I was happy to hear that you are pleased with your current detachment commander. As you know, staffing falls within the internal management and control of the RCMP under Article 6.2 of the Provincial Police Service Agreement. I appreciate that the District wishes to have some input in the selection of the next detachment commander, and I have asked Clayton Pecknold, Assistant Deputy Minister, Policing and Security Branch, to raise this issue with Assistant Commissioner Norm Lipinski.

Thank you again for a very informative meeting. It was a welcome opportunity to exchange ideas and share information. Through continued partnership I am confident we can work together to address issues of importance to the District of Ucluelet.

Yours very truly,

A handwritten signature in blue ink that reads 'Suzanne Anton'.

Suzanne Anton, QC  
 Attorney General  
 Minister of Justice

Ministry of  
 Justice

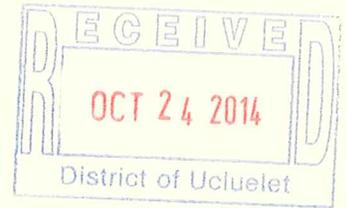
Office of the  
 Minister of Justice  
 and Attorney General

Mailing Address:  
 PO Box 9044 Stn Prov Govt  
 Victoria BC V8W 9E2  
 e-mail: [JAG.Minister@gov.bc.ca](mailto:JAG.Minister@gov.bc.ca)  
 website: [www.gov.bc.ca/Justice](http://www.gov.bc.ca/Justice)

Telephone: 250 387-1866  
 Facsimile: 250 387-6411

pc: Ms. Clare Fletcher  
Mr. Pat Quealey  
Mr. Clayton Pecknold  
Assistant Commissioner Norm Lipinsky

Filecode: 0A10-20 MOAG  
 X-Ref:  
 Forwarded to: Council, Andrew  
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OCT 20 2014

File: 0280-30  
 Ref: 180839

His Worship Bill Irving  
 Mayor  
 District of Ucluelet  
 PO Box 999  
 200 Main St  
 Ucluelet BC V0R 3A0

Dear Mayor Irving:

I would like to thank you and your colleagues for meeting with me at the 2014 Union of British Columbia Municipalities (UBCM) convention to discuss current agricultural issues in your area. Personal meetings are an important part of forging a good working relationship between the Ministry of Agriculture and community leaders. It is also inspiring to see the passion and dedication local governments have for making their communities a better place to live.

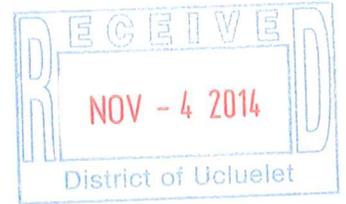
British Columbia produces over 200 agriculture commodities, over 100 different seafood species and is home to over 1,400 processing businesses making our province one of the most diverse food producing regions in North America. Producers in BC need our continued support, not only for the fresh and healthy foods they provide us but because the agrifoods industry is a job-creator and an integral part of B.C.'s economy. The Province is proud of our agrifoods sector and we will continue to work towards building an innovative, adaptive and globally competitive agrifoods sector for the benefit of all British Columbians.

Again, thank you for participating in this year's convention. Please accept my best wishes for another successful year.

Sincerely,

Norm Letnick  
 Minister

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Reference: 209389

**OCT 29 2014**

His Worship Mayor Bill Irving  
and Council representatives  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Dear Mayor Irving and Council representatives:

I am writing to follow up on my recent meeting with District of Ucluelet representatives at the 2014 Union of British Columbia Municipalities (UBCM) Convention.

The annual UBCM convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to communities in British Columbia. I was pleased to have the opportunity to meet with you and discuss issues of mutual importance.

Ministry staff have committed to following up on the issues raised at this meeting.

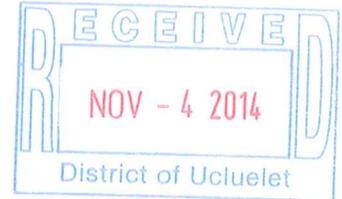
Thank you again for taking the time to meet. I look forward to continuing to work closely with you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Polak".

Mary Polak  
Minister

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Reference: 211151

OCT 29 2014

His Worship Mayor Bill Irving  
and Council representatives  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Dear Mayor Irving and Council representatives:

I am writing to follow up on questions arising from the recent meeting with Minister Polak at the 2014 Union of British Columbia Municipalities (UBCM) Convention.

Regarding the question of First Nations legislation and how Maa-nulth Treaty relates, Maa-nulth First Nations have the authority to enact laws. The Ministry has received requests to approve applications of the Nations' Environmental Protection Acts to the foreshore in accordance with the Maa-nulth Foreshore Agreement. The Foreshore Agreement provides Nations with additional municipal-like powers on Treaty Settlement Land.

To follow-up on the question regarding provincial participation on Clayoquot Biosphere Board, the Ministry of Forests, Lands and Natural Resource Operations, Regional Operations Division, Coast Area staff, Jeffrey Shatford, Rhonda Morris and Brian Retzer are the Provincial representatives. Should you have any questions please contact Rhonda Morris, District Manager, by telephone at: (250) 731-3033 or by email [Rhonda.Morris@gov.bc.ca](mailto:Rhonda.Morris@gov.bc.ca).

As requested we have identified a contact for the Marine Planning Partnership for the North Pacific Coast (MaPP). The MaPP initiative has developed four sub-regional draft marine plans, three of which have completed public input periods. In order to achieve these remaining outcomes in preparation for final sign-off of the plans by the partners and moving to the implementation phase, the completion date for the MaPP initiative has been extended to October 31, 2014. For additional information on marine planning please contact Charles Short, Manager, Marine Resource Planning, Resource Stewardship Division, Ministry of Forests Lands and Natural Resource Operations. Charles can be reached at: (250) 387-2248 or by email: [Charles.Short@gov.bc.ca](mailto:Charles.Short@gov.bc.ca).

I trust this information will be helpful for you.

Sincerely,



Anthony Danks  
Executive Director  
Strategic Policy Branch  
Ministry of Environment

cc: Charles Short, Manager, Marine Resource Planning, Resource Stewardship Division,  
Ministry of Forests Lands and Natural Resource Operations  
Rhonda Morris, District Manager, Ministry of Forests, Lands and Natural Resource Operations,  
Regional Operations Division - Coast Area

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BRITISH  
COLUMBIA



NOV 03 2014

His Worship Bill Irving  
 Mayor of the District of Ucluelet  
 PO Box 999  
 Ucluelet BC V0R 3A0

Dear Mayor Irving *Bill*

I am writing in follow up to our meeting on September 23, 2014, at the convention of the Union of British Columbia Municipalities (UBCM).

I enjoyed meeting with you and councilors and staff from your area. I appreciated the open and straightforward discussions we had on a number of topics in your region including Ucluelet's suggestion of a health network subset for the west coast, and request for support on the hospital's ambulance helipad regulation situation.

Please find below the results of the requested follow-up that came out of the meeting:

1. Health network subset for the west coast – The Alberni-Clayoquot Health Network includes the close-knit west coast communities of Ucluelet and Tofino. Subsets are not uncommon at Island Health, and the west coast communities are encouraged to make a request to Island Health to enter into discussions regarding the development of a health network subset.
2. Helipad Transport Canada regulation change – Island Health is currently assessing plans to develop a heliport for the Tofino Hospital. In the meantime, Island Health and the BC Ambulance Service have made arrangements for helicopter landings at the Tofino Airport.

I encourage you to contact Dr. Paul Hasselback, Central Island Medical Health Officer for Island Health, regarding the health network subset at: 250 739-6304, [paul.hasselback@viha.ca](mailto:paul.hasselback@viha.ca); and Mr. Joe Murphy, VP for Operations and Facilities for Island Health, regarding the helipad situation via Tracy Hutton at: 250 370-8338, or [tracy.hutton@viha.ca](mailto:tracy.hutton@viha.ca).

Thank you for the opportunity to meet at UBCM. I value your council's commitment and dedication to the residents of the District of Ucluelet.

Sincerely,

Terry Lake  
 Minister

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Filecode: D410-20 MOT  
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 Forwarded to: Council, Andrew  
 Physical  Electronic



October 30, 2014

Mayor Bill Irving  
 District of Ucluelet  
 PO Box 999  
 Ucluelet, BC, V0R 3A0

Dear Mayor Bill Irving,

**Re: Phase Two of Lost Shoe Creek Off-Channel Project**

Thank you for your correspondence of October 15, 2014, requesting the ministry consider a second project phase to continue salmon channel restoration in the Lost Shoe Creek area.

The ministry has committed to providing additional funding and technical support to the Central Westcoast Forest Society (CWFS) to further enhance the existing side channel at Lost Shoe Creek. While upcoming works will not be formally structured as a "second project phase," they will include more planting later this fall and the repositioning of large woody debris material next summer. We will continue to engage with the CWFS and the local community as this work progresses.

You may also be interested to know the ministry is partnering with the CWFS and other organizations on a number of environmental enhancements and habitat restoration works in the area, such as various fish passage and habitat restoration projects along the Highway 4 corridor. This work will include assessments of stream crossings, habitat confirmations, fish passage and habitat restoration west of Pacific Rim National Park to Tofino and along the Conference Creeks, adjacent to Kennedy Lake Provincial Park.

If you any questions or concerns regarding this matter, please do not hesitate to contact the ministry's Senior Biologist, Sean Wong, who is responsible for managing this program area. He can be reached by telephone at 250 952-0815 or by e-mail at Sean.Wong@gov.bc.ca, and he would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

Johnathan Tillie  
 Operations Manager – Central Vancouver Island

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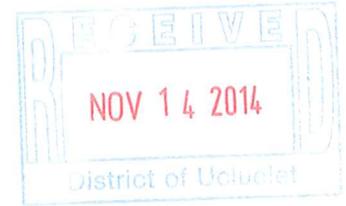


Fisheries and Oceans  
Canada

Regional Director General  
Pacific Region  
Suite 200 - 401 Burrard Street  
Vancouver, British Columbia  
V6C 3S4

Pêches et Océans  
Canada

Directrice générale régionale  
Région du Pacifique  
Pièce 200 - 401 rue Burrard  
Vancouver (C.-B.)  
V6C 3S4



Your file Votre référence

Filecode: 0420-20 DFO

X-Ref:

Forwarded to: Council, Andrew  
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Our file Notre référence

2014-501-50008

NOV 10 2014

Bill Irving  
Mayor, District of Ucluelet  
200 Main Street  
P.O. Box 999  
Ucluelet, BC  
V0R 3A0

Dear Mayor Irving:

Thank you for your September 19, 2014 correspondence, regarding access to coho in the Area G troll fishery.

Fisheries and Oceans Canada (DFO) adopts a cautious approach and is committed to managing all fisheries in a manner that conserves fish stocks. The Department provides for sustainable fisheries consistent with *An Allocation Policy for Pacific Salmon*, in which DFO's first priority is the conservation of Pacific salmon stocks. The Department directs its resources to manage the fishery resource to ensure the sustainability of Canada's fisheries into the future.

In developing the 2014-2015 Integrated Fisheries Management Plan for salmon, considerable focus was placed on the management objective for Interior Fraser River coho salmon as this stock constrains harvest of other salmon species. After reviewing science advice on the status of Interior Fraser River coho, the Department conducted extensive consultation on potential changes to the allowable exploitation rate for Interior Fraser coho in 2016. After reviewing the feedback received, a decision was made to limit the Interior Fraser coho exploitation rate to 16% or less for the 2014 season.

The Department's general approach to managing fisheries included efforts to achieve the lowest exploitation rate possible on Interior Fraser River coho, while providing additional flexibility for managers to plan for First Nations, recreational and commercial fisheries for more abundant stocks and species such as Fraser River sockeye. As part of this approach, the Department carefully planned for all salmon fishery impacts, including all commercial fisheries, to minimize overall impacts on Interior Fraser River coho. All commercial fleets were required to release any coho bycatch during fisheries for more abundant stocks and species in all areas and times when Interior Fraser River coho were

expected to be present, consistent with principles outlined in *An Allocation Policy for Pacific Salmon*.

For the Area G troll fishery, the increase in exploitation of Interior Fraser River coho in 2014 provided for additional flexibility to permit a directed Fraser River sockeye fishing opportunity in all areas of the west coast of Vancouver island and upper Johnstone Strait, and earlier access to the September chinook fishery from September 7 rather than September 15. The retention of coho, both marked and un-marked, was also permitted in the Area G chinook fishery as of September 15. In previous years when the exploitation limit on Interior Fraser River coho was much lower, the Area G fishery would not have started until after September 15, with the retention of hatchery marked coho only.

When planning fisheries that impact Interior Fraser River coho in future years, DFO will include review of this season and future decisions on allowable exploitation rates.

Thank you for taking the time to write with your concerns.

Yours sincerely,



Susan Farlinger  
Regional Director General  
Pacific Region

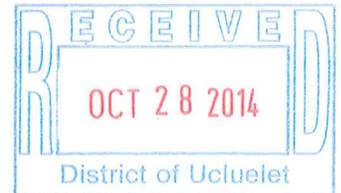
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PO Box 876  
 (1148 Coral Way)  
 Ucluelet, V0R 3A0.

Tel 250 726 2357  
 e-mail: [dwmanalive@gmail.com](mailto:dwmanalive@gmail.com)

24 October 2014-10-24

His Worship the Mayor, Mr Bill Irving  
 District of Ucluelet



Dear Mr Mayor

Concerns: Westerly News 22/10/14 - "Inspired by letter, Ukee may consider deer cull"

I was rather dismayed to read this article, even allowing for the "journalese".

We all know that the interface between human habitation and wildlife is sometimes not a comfort zone. Sure, we have to sympathise with the lady that took her doggie for a walk and had it scared by a wolf.

But from this, and the lady's letter to the council, to then start immediately talking of culling or blitzing wildlife seems exaggerated to say the least.

Sometimes, I fancy that certain people need to ask themselves a question about why they are here. If we want to urbanise, suburbanise, citify and prettify this place, to the point where the order of priority for animal life is dogs and cats, then this will be Quclicum Beachlet, not Ucluelet.

I and, I think, many others (residents and tourists) have been attracted to here much because of the proud natural heritage of this place. We love it, we put up with rain, storms, bad roads through snowy mountains, few shops, etc etc. precisely because Ucluelet (to use your own slogan, "On the Edge") has escaped the rash of suburbanitis.

Wildlife is part of what makes this place so special and occasionally, yes, it strays into our space, though with rather less devastating effect than the way humans have encroached on theirs. There may be a chance (very chance) encounter with a wolf, a bruin, an eagle tempted by a small dog, and oh my goodness deer! Plus seal and otters. Sadly, there are those who would be happy to get shot of the lot or at least send them packing into some sanitised context where they exist on the postcards sold in the village, and souvenir trinkets, but remote from a slight, meaningful presence.

I certainly wish no person harm through exposure to wild animal attack (I lived in Africa for many years and know something about that: a mangy wolf doesn't impress me overmuch). But let's get things into proportion. Hardly anybody has been killed by a wolf in the whole of North America in the last half century. In BC alone 300 people meet their death behind the steering wheel every year, but nobody says to cull the car salesmen.

I get deer in my garden and I am happy to see them. In the past I've seen a wolf in my garden and bear, sniffing around, doing their own business. I keep my distance, but respect their prior claim to wander this soil.

Just to be clear: I am no loony fringe animal rights activist. I eat meat, reared and hunted. I don't hunt myself, but accept it since a good hunter, when he goes out into the woods, is judiciously selective in killing and his heart lies in having the land plentiful with wildlife. This is an abyss away from culling – exterminating – for the sake of exterminating, because a few animals are perceived to “get in the way”.

Do you know, in fact, where I most feel at risk from animals? On the Wild Pacific Trail, now getting known as the wild dog trail. There is tangible danger, a) from people who go jogging with unleashed hounds, who can be quite nasty until the owner arrives and b) from slipping on the mess they sometimes leave. That's not good news for tourists, either. I wonder how the concept of “wild” they have travelled far to see marries with encountering various Fidos and Rex's, of uneven humour, that are now the dominant four-legged life on the trail.

Sorry to vent steam. I know that Councils can have a hard job navigating between conflicting wishes. But this is just so that you are aware that there are those, many, who question the views attributed to the lady and her pet dog.

Bottom line: don't suburbanise this place as well, and kill one of the jewels that are left, p..l....e.....e.....z.....e.

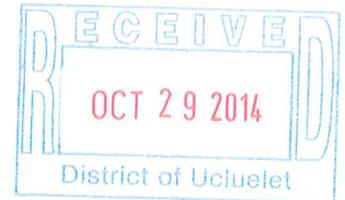
Respectful regards,

David White





Filecode: 0400-20 TEAMS  
 X-Ref:  
 Forwarded to: Council, Andrew  
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October 21, 2014

**Subject: Teamsters Canada's TV ad on rail safety**

Mr. Eric Russcher  
 Mayor of Ucluelet  
 Box 999  
 Ucluelet, BC V0R 3A0

As you may remember, after the Lac-Mégantic disaster, I sent you a letter concerning the rail industry's self-regulation.

In the last few months, the Teamsters have worked tirelessly to improve the safety of rail workers and the Canadian public.

Our latest initiative is an ad campaign broadcast on Sportsnet, TSN, TVA Sports and RDS. The 30-second spots invite the federal government to hire more inspectors to ensure stricter application of rail safety regulations.

You can view the French version at: [teamsters.ca/PubRail](http://teamsters.ca/PubRail)

The English version is available at: [teamsters.ca/RailAd](http://teamsters.ca/RailAd)

It appears that the Honourable Lisa Raitt, Minister of Transport, has agreed to our request and made a promise on social media to increase the number of inspectors. While we commend her decision, much work remains to be done.

More specifically, there are two other very important issues that must be addressed: the self-regulation and fatigue management.

Once again, it is everyone's responsibility, especially elected officials, to speak out about the problems that exist in the rail industry. We owe it to both the victims of Lac-Mégantic and the Canadian public.

I would be happy to answer any questions you may have.

Solidarily,

Robert Bouvier  
 President  
 Teamsters Canada

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ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

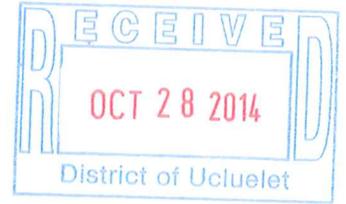
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3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

October 21, 2014

District of Ucluelet  
Po Box 999  
Ucluelet , BC V0R 3A0



Dear Mayor, Council & Senior Staff:

Please find enclosed an original copy of the memorandum of understanding for the West Coast Multiplex. It has now been signed by each of the eight governments of the West Coast.

On behalf of the Board of Directors of the Alberni-Clayoquot Regional District, thank you for your support. We look forward to working with you and the society to make this facility a reality.

Yours Truly,

Cindy N. Solda

Cc: West Coast Multiplex Society

## Memorandum of Understanding July 2013



WEST COAST  
· MULTIPLEX ·

The Memorandum of Understanding is agreed to by the following parties:

The Alberni-Clayoquot Regional District, Tla-o-qui-aht First Nation, Ahousaht First Nation, Yuułuʔiłʔatḥ Government, Hesquiaht First Nation, Toquaht First Nation, District of Tofino, and District of Ucluelet.

All parties have agreed to a renewed Memorandum of Understanding (MOU) regarding the West Coast Multiplex. The original MOU was agreed to in 2009.

The West Coast Multiplex will be located at the Long Beach Airport in the Alberni-Clayoquot Regional District. Phase one of the West Coast Multiplex consists of the following:

- NHL size ice surface
- Multipurpose area for fitness and community gathering, with connections to the outside for expanded use
- Informal gathering area with seating for the general public and facility users direct visibility from the lobby into the arena
- Administration/centralized reception and control station to accommodate staff and provide controlled entry
- An opportunity for expansion for future community needs, possibly an aquatic facility

The foregoing parties agree to the following:

- The Westcoast Multiplex Society will fundraise capital costs for Phase one of the Westcoast Multiplex and may, on specific grant applications, request assistance of local governments and First Nations.
- Individual local governments or First Nations may directly participate on committees of the West Coast Multiplex Society to assist with fundraising, programming, and other planning activities subject to their capacity and desire.

Together, with renewed commitment to move forward with capital fundraising, we can achieve the goal of having a Multiplex on the West Coast.

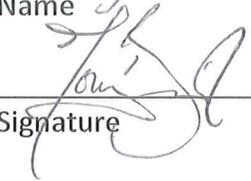
Thank you for your commitment.

**Alberni-Clayoquot Regional District**

Cindy Solda, Chair  
Name

  
Signature

Tony Bennett  
Name

  
Signature

**Tla-o-qui-aht First Nation**

Wayne  
Name

  
Signature



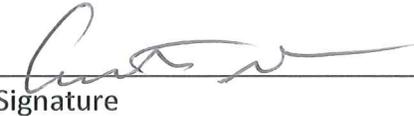
Bruce Frank  
Name



  
Signature

**Ahousaht First Nation**

Carrie Duce  
Name

  
Signature

Angus Campbell  
Name

  
Signature

**Yuufu?if?ath Government**

Charles McCarthy

Name



Signature

Alan McCarthy

Name

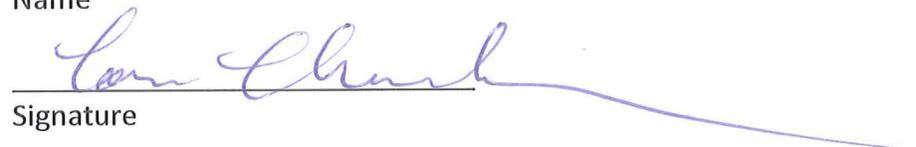


Signature

**Hesquiaht First Nation**

Constant Charbonneau

Name



Signature

Felix Jackson

Name



Signature

**Toquaht First Nation**

Anne Mack

Name



Signature

Naomi Mack

Name



Signature

**District of Tofino**

\_\_\_\_\_  
Name Jose Osborne

\_\_\_\_\_  
Signature J. Osborne

\_\_\_\_\_  
Name RAY THOROGOOD

\_\_\_\_\_  
Signature R. Thorogood

**District of Ucluelet**

\_\_\_\_\_  
Name Randy A. Oliver

\_\_\_\_\_  
Signature [Signature]

\_\_\_\_\_  
Name G. Lyons

\_\_\_\_\_  
Signature [Signature]

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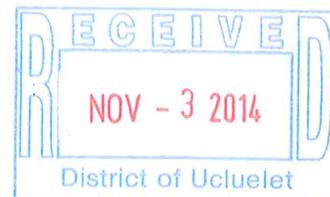


6151 Russell Place  
Port Alberni BC V9Y 7W3  
Phone: 250.724.5655  
Fax: 250.724.5666  
info@rainbowgardens.bc.ca



*Tsawaayuuᓴ*  
(Rainbow Gardens)

*Westcoast Native Health Care Society*



October 7, 2014

Dear Pacific Rim Advisory Group Members,

On behalf of the Rainbow Gardens Board of Directors and our Building Committee, we ask you to review the attached revised schematic drawings of the Tofino Complex Care Facility provided to us by DYS Architecture.

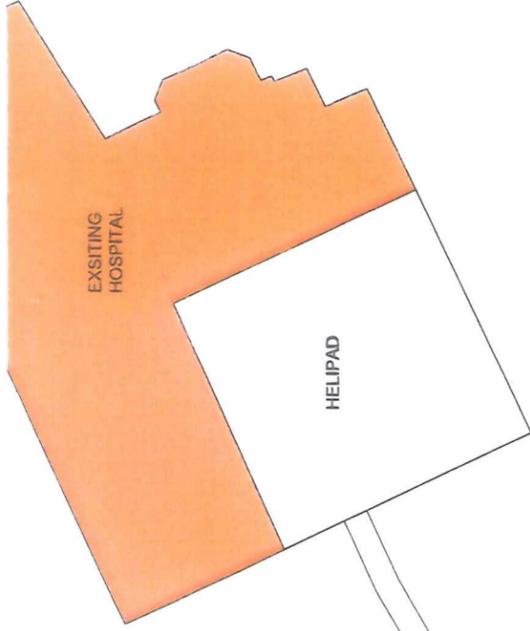
We invite you to meet with us and our planning team to discuss the plans on November 4, 2014 at 10:00 am to noon. We will be meeting at the Yuuᓴᓴᓴ First Nation office in Ittatsoo. (Port Albion)

As time goes by, it becomes more and more obvious how much this facility is needed for west coast residents. We thank you for your sustained interest in this project. The strength and influence of our Advisory Group Members is crucial to our lobbying efforts to Island Health for operational funding as we move forward on planning and building this beneficial community project.

We look forward to seeing you on November 4<sup>th</sup> in the Yuuᓴᓴᓴ Government Office.

All the best,

Derek Appleton, Chair  
Building Committee  
VP WNHCS



**LEGEND**

- CARE BEDS
- CIRCULATION AND OPEN SPACES
- SCOOTER OR WHEELCHAIR PARKING
- HOSPITAL SERVICES
- STAFF OFFICES AND BATHING ROOM
- INDEPENDENT LIVING
- DECK OR PATIO
- VIEW DIRECTION



**MASTER PLAN**

AS NOTED  
A210037  
2014 SEPT. 22

A1.01

TOFINO BC

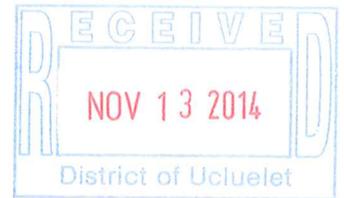
**TOFINO COMPLEX CARE**

221 NEILL STREET, TOFINO, BC



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I-13.1



October 30, 2014

Dear Friends:

As we look around British Columbia, there is an abundance of opportunity for responsible resource development. It is industries like forestry, mining and natural gas that drive our economy and provide British Columbians with employment and wealth. These industries provide construction jobs in every corner of the province and create spin-off benefits for B.C. communities.

These resource-based projects are facing unprecedented challenges getting approved and built in our province. In recent years, we've seen significant and often well organized opposition to a number of projects in the mining, forestry sectors and oil and gas, - all of which are important economic generators for B.C.

This month's Construction Monitor examines the Trans Mountain oil pipeline expansion -- a modern, federally regulated project. The pipeline expansion will generate 108,000 person years of employment including skilled and semi-skilled labour, engineering, manufacturing, financial services and transportation.

The project alone would create \$18.5 billion in revenue for government. The City of Burnaby, for example, will receive enough municipal tax revenue every year to fund the city's public library system with enough left over to fund 29 additional library staff positions. New revenue from the expansion could pay for 132 additional firefighters or the full cost of garbage collection.

However, the 'no' movement continues to hinder prosperity for our province and British Columbians stand to lose as a result. Our construction industry stands to lose, too.

I hope you enjoy this edition of the *Construction Monitor*. Please share it with friends and colleagues. If you would like an electronic copy, or just want to share your thoughts, I invite you to email me at [info@icba.ca](mailto:info@icba.ca).

Sincerely,

Philip Hochstein  
President

Independent Contractors and Businesses Association of British Columbia

#211 - 3823 Henning Drive • Burnaby, British Columbia • V5C 6P3  
Phone: 604.298.7795 Fax: 604.298.2246 Toll Free: 800.663.2865  
Email: [info@icba.ca](mailto:info@icba.ca) Website: [www.icba.ca](http://www.icba.ca)

Member of **MERIT**  
CANADA



# CONSTRUCTION MONITOR

The BC CONSTRUCTION MONITOR is an ICBA publication providing ahead-of-the-curve information and statistics on the BC construction industry and issues relevant to it.

The Monitor draws on analyses and outlooks from various sources, and provides current and substantive insight. This regular publication is intended for industry executives, government decision makers, journalists and other opinion leaders.

## CONTENTS:

Pipeline to a stronger economy... Inside

A key player in Canada's economy... Back page

You can receive the Monitor in print or digital formats, and let us know if you have colleagues who would also be interested in it. We also welcome your feedback and story suggestions. Please email us at [info@icba.ca](mailto:info@icba.ca).

## We're a world leader in building pipelines that bring lasting benefit



Philip Hochstein

Resource development is one of Canada's time-tested creators of employment and wealth. A modern, federally regulated project such as the \$5.4 billion Trans Mountain oil pipeline expansion is a good example of this.

While Canada is a world leader in pipeline technology, we're limited to selling nearly all our oil into a glutted midwest United States market. Trans Mountain wants to expand capacity of a pipeline that has operated successfully between Edmonton and Burnaby for 60 years – and get Canadian oil to higher paying markets.

The project creates \$18.5 billion in economic benefits improving Canada's balance of trade, and supporting health care and education. It provides

108,000 person-years of employment including skilled and semi-skilled labor; engineering, manufacturing, financial services, and transportation. During construction, workers in communities along the project route will spend \$560 million on services including accommodation and food.

Burnaby, home to the western terminal for the pipeline, can expect total municipal tax payments of at least \$264 million over 20 years of operations. Trans Mountain is already Burnaby's third-largest taxpayer. New revenue each year could pay for 132 extra firefighters, or the full cost of garbage collection.

For contractors and workers, this project can be one of the important segments of a long, well-paid career in the construction industry. For Canada, it's a reminder that the resource industry creates opportunities that are essential to the nation's economic health.

## A winning proposition for Canada: key facts

Since 1953, the Trans Mountain Pipeline system has been safely and efficiently providing the only West Coast pipeline access for Canadian oil products. The pipeline has been adapted over the years to meet evolving needs. A proposed expansion will, if approved, create a twinned pipeline that would increase the capacity of the system from 300,000 barrels per day to 890,000.

Trans Mountain proposes to spend  
**\$5.4 billion**  
 to expand its oil pipeline between  
 Edmonton and Burnaby.

**36-INCH PIPE**, manufactured from  
 high-grade steel to  
**stringent Canadian Standard  
 Association specifications.**

**\$2 million per day  
 over 20 years**  
 in additional tax and royalty  
 revenue to government.

Twinning the 1,150 km pipeline creates  
**108,000**  
 person-years of work and  
**\$18.5 billion**  
 in benefits to Canada.

# PIPELINE TO A STRONGER BC

## Key facts about pipelines

**1 94%**

Percentage of transportation demand in Canada supplied by refined petroleum products

**2 More than half**

The homes in Canada are heated by natural gas

**3 5.0 litres**

The amount of liquid spilled per million litres transported by pipeline in Canada between 2002 and 2013

**4 More than two thirds**

Of Canada's energy demand is met by natural gas or products made from crude oil

**5 \$81.7 billion**

Value of Canadian crude oil and natural gas exports in 2013 — most of which was transported by pipeline

**6 97%**

The percentage of Canadian natural gas and crude oil production transported by transmission pipelines

**7 2.5**

Number of times Canada's natural gas and liquid transmission pipelines would circle the earth if laid end-to-end

**8 4,200**

It would take an additional 4,200 rail cars to transport the 3 million barrels of crude oil moved each day by pipeline in Canada

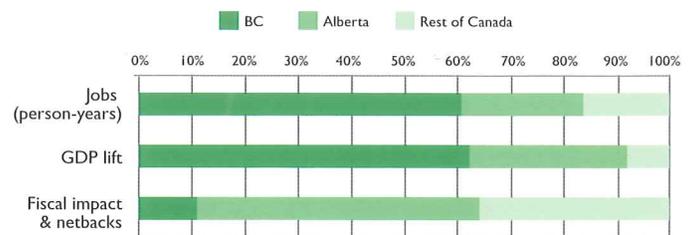
**0.15%** Amount of global greenhouse gas emissions

that come from Canadian oil sands development. China contributes 26.18%, the USA 17.17%.

Source: [www.energy.alberta.ca/OilSands/pdfs/AlbertasOilSandsFactsJan14.pdf](http://www.energy.alberta.ca/OilSands/pdfs/AlbertasOilSandsFactsJan14.pdf)

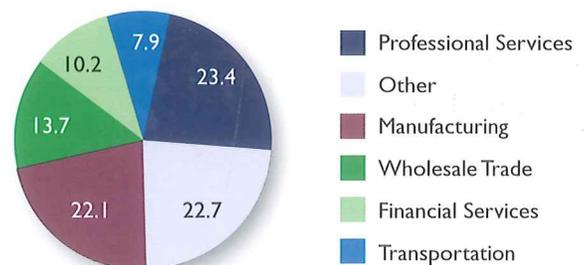
### Who gets the benefits?

This chart shows where the impact of the TMEP project will be felt across Canada. BC is the biggest winner in jobs and increased GDP. Where Alberta will see its benefits rise is in the fiscal impacts and netbacks from oil extraction (i.e., royalties, cost to produce and process oil). The rest of Canada also sees benefits, though on a smaller scale.



### Biggest impact throughout BC

Key sectors that would see supply-chain effect. (% share of supply-chain employment effects)



Source: The Conference Board of Canada

*"We must continue to say yes to responsible resource development. Kinder Morgan's Trans Mountain pipeline expansion will help to provide our province with the unprecedented economic growth."*

— Philip Hochstein, President of the Independent Contractors and Businesses Association of B.C.

# ECONOMY

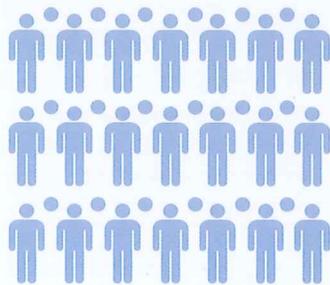


Every year, the City of Burnaby will receive enough **municipal tax** revenue from the expanded pipeline to fund the city's **public library** system with enough left over to fund 29 additional library staff positions.

Total BC municipal taxes paid for the expanded pipeline will equal: **565 senior teacher salaries every year for 20 years.**



Every time a tanker docks at Westridge Marine Terminal in Burnaby, it brings **\$310,000 in value to the local economy.**



In Burnaby, in one year alone, tax revenues could be used to hire **132 EXTRA firefighters** or more than cover the **annual garbage** collections costs.



*“Our project can create thousands of jobs and billions of dollars in new government revenue, without compromising our commitment to social responsibility and environmental protection.”*

– Ian Anderson, President of Kinder Morgan Canada

## Metro Vancouver workforce opportunities include:

**1,204 workers per month at peak construction phase**

**15,054 total full-time worker months**

**655 workers per month, average for entire construction phase**



# A key player in Canada's economy

Canada's experience with pipelines dates back to 1853. The discovery of abundant oil and natural gas in the 1950s triggered a boom in pipeline construction and energy production in Western Canada. Today, oil and gas exports are a mainstay of the national economy, and Canada is a world leader in pipeline technology.

## Commitment to safety

- Technical pipeline standards are part of federal and provincial law, and are continually updated.
- Canada is a world leader in pipeline technology, developing the world's first standard for corrosion coatings in the 1980s.
- Pipeline inspection tools developed in Canada are used worldwide to look for things such as cracks, or shifting ground.
- Kinder Morgan and other members of the Canadian Energy Pipeline Association spent more than \$1.4 billion last year on pipeline safety.

**94%** of the energy used for transportation in Canada comes from petroleum products.

## Safeguarding pipeline operations

The Trans Mountain Expansion Project crosses up to 500 rivers and other water bodies, eight provincial parks, up to 15 First Nations Reserves and numerous traditional aboriginal territories. It's fair to wonder what safety features are in place.

- Modern, high-toughness steels that resist corrosion
- Heavier pipeline walls at key locations
- Non-destructive testing of all welds
- Inspection and cleaning modules that travel through the inside of the pipeline
- High-performance coatings
- Alarms to alert control-centre operators of an issue

**1,024**

Number of British Columbia suppliers supported by pipeline companies.

Canada's transmission pipeline network is more than three times the length of Canada's national highway system.



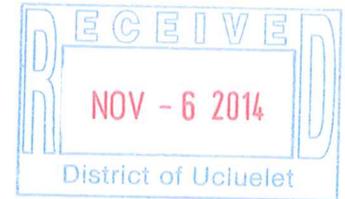
Independent Contractors and  
Businesses Association of BC  
211 – 3823 Henning Drive,  
Burnaby, BC V5C 6P3

Phone: 604.298.7795  
Toll-free: 1.800.663.2865  
Website: [www.icba.ca](http://www.icba.ca)  
Email: [info@icba.ca](mailto:info@icba.ca)



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October 27, 2014

To: All Local Government and First Nations

To Whom It May Concern:

As you may be aware, John Yap, Parliamentary Secretary to the Attorney General and Minister of Justice for Liquor Policy Reform, led a stakeholder engagement and public consultation on modernizing B.C.'s liquor laws and made 73 recommendations, all of which have been accepted by government. The recommendations reflect the input received during the stakeholder and public consultations last fall.

Recommendation #42 relates to identifying target timelines for resolving liquor licence applications and reads as follows:

*In the interest of customer service, First Nations, local and provincial governments should identify target timelines to resolve all applications related to liquor licensing.*

The purpose of this letter is to bring this to your attention, and in the spirit of the recommendation, to ask for your help in communicating your own timelines to applicants wherever possible. For our part, we endeavour to indicate processing times on our application forms – such as 4-6 weeks for a food-primary or 7-12 months for a liquor-primary application and 14 business days for a temporary change. These timelines include time for local government or First Nations input where required, and we recognize that sometimes these have to be extended. Anticipated timelines at the local government input stage would further help applicants to plan their next steps.

Thank you very much for your help in this regard.

Sincerely,

Douglas S. Scott  
 Assistant Deputy Minister and General Manager

cc:  
 UBCM Liquor Policy Working Group

Liquor Control and  
 Licensing Branch

Mailing Address:  
 PO Box 9292 Stn Prov Govt  
 Victoria BC V8W 9J8

Location:  
 4<sup>th</sup> floor 3350 Douglas Street  
 Victoria BC V8Z 3L1  
 Phone: 250 952-5787  
 Facsimile: 250 952-7066

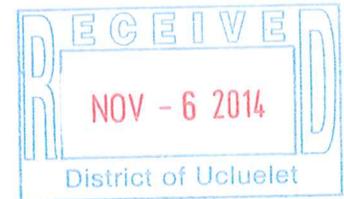
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<http://www.pssg.gov.bc.ca/lclb>

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## MEMORANDUM

Filecode: 0390-20 AVICC  
 X-Ref: 0400-20 AVICC  
 Forwarded to: Council, Andrew  
 Physical  Electronic



**TO:** AVICC Corporate Officers

**FROM:** Iris Hesketh-Boles

**DATE:** November 3, 2014

**RE:** **AVICC Resolutions Notice/Request for Submission;  
 Call for Nominations for AVICC Executive;  
 2014 AGM & Convention Minutes; and  
 Call for Presentations Reminder**

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending a copy to you this copy via regular mail. Please note that I have not included a paper copy of the Minutes of the April 11-13, 2014 Convention, but would be happy to mail a copy or copies out if requested.

#### **Resolutions Notice/Request for Submission and Call for Nominations**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Cross on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Monday, February 23, 2015**.

#### **2014 AVICC AGM & Convention Minutes**

The Minutes of the 65<sup>th</sup> Annual Convention held April 11-13, 2014 in Qualicum Beach and Parksville have been attached and are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/>

The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of handouts of PowerPoint presentations for various sessions held within the Convention program.

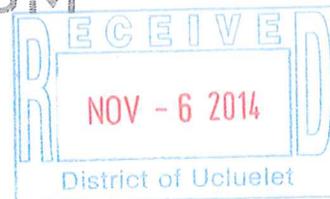
#### **Call for Presentations – 2015 AVICC AGM & Convention**

A reminder that members are encouraged to submit proposals for sessions they would like to see included in the 2015 AGM & Convention especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at [avicc.ca/AVICC Convention 2015](http://avicc.ca/AVICC%20Convention%202015) and are due by **December 12, 2014**.



## MEMORANDUM



**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Larry Cross

**DATE:** November 3, 2014

**RE:** **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 23, 2015**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

#### ***Review of the 2014 Resolutions Process***

##### Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded. 66% of 2014 resolutions were considered by the Area Association prior to submission to UBCM (as compared to only 39% in 2012). Thank you for improving our record.

##### Number of Resolutions

In 2014, AVICC received 23 resolutions prior to the February 24 deadline and six late resolutions. The total number of resolutions submitted to UBCM in 2014 remained consistent with the prior year with 159 resolutions being received by the June 30 deadline. I am pleased to note that AVICC contributed just 23% of the total with only 9 resolutions supporting existing policy and 6 resolutions proposing new policy for issues not within the jurisdiction of local government. This is a significant improvement and AVICC members are to be recognized for this achievement.

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general, focus on topics that are not under local government purview, and that bringing forward too many resolutions detracted from debate on the most important issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

#### Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline of February 24 with only three recommended that they be admitted for debate as a result of meeting the late resolutions criteria.

#### **Continued Request of Our Members:**

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 23, 2015**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been. Note that the UBCM Resolutions database will be brought up to date to include the 2014 resolutions by **December 1, 2014** though of course they will not yet include a response.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



**2015 AGM & CONVENTION**

**RESOLUTIONS NOTICE**

**REQUEST FOR SUBMISSIONS**

**DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 23, 2015**

**SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
  - a) Online [http://ubcm.formstack.com/forms/avicc\\_2015\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form)
  - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

**LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

## UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## GUIDELINES FOR PREPARING RESOLUTIONS

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

**i Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

**ii Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

**WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**THEREFORE BE IT RESOLVED** that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

**AND BE IT FURTHER RESOLVED** that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122 Fax: 250-356-5119**  
**Email: avicc@ubcm.ca**



## 2015 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca).

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at [www.avicc.ca](http://www.avicc.ca)).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 23, 2015**

#### 4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### 5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at [www.avicc.ca](http://www.avicc.ca).

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2015 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2015-16 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 23, 2015**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

# District of Ucluelet

## Expenditure Voucher

**G-18/14**

**Date: November 18, 2014**

**Page: 1 of 6**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: #21584 - #21701	\$	333,296.20
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**PAYROLL:**

PR 22/14	\$	53,406.94
PR 23/14	\$	54,350.71

	<u>\$</u>	<u><b>441,053.85</b></u>
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**RECEIVED FOR INFORMATION AT MEETING HELD: November 25, 2014**

*Jeanette O'Connor, CFO*

# R-1.2

Report: M:\live\lapchklx.p  
 Version: 010003-L58.68.00  
 User ID: mdosdall

District of Ucluelet  
 AP Cheque Listing  
 Cheque # From 021584 To 021701(Cheques only)

Page: 1 of 5  
 Date: 18/11/14  
 Time: 10:59:02

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
021584	002	23/10/2014	ACE07	ALBERNI COMMUNICAT	17949 17996	CARRY CASES/BASE/A SPEAKER/MIKE	1,053.14 182.54		1,235.68	
021585	002	23/10/2014	AGS11	AGS BUSINESS SYSTE	723674	SEPT/14 LYCHE	225.56		225.56	
021586	002	23/10/2014	BE737	BENSON ERICA	121061	BENSON-REIMBURSEME	69.16		69.16	
021587	002	23/10/2014	CBT67	CLAYOQUOT BIOSPHER	2014-0006	CANNON-LVI	1,800.00		1,800.00	
021588	002	23/10/2014	CBT67	CLAYOQUOT BIOSPHER	2014-0011	GUDBRANSON-LVI	1,800.00		1,800.00	
021589	002	23/10/2014	CF005	COLUMBIA FUELS	4521	GREASE	140.00		140.00	
021590	002	23/10/2014	CK608	CORTES KEVIN	D445	D445	3,443.54		3,443.54	
021591	002	23/10/2014	CLC12	CARVELLO LAW CORPO	923 928 926 927 924 925 922	101007 10110a 101022 101041 101009 101012 101002	569.59 1,440.88 631.63 530.99 294.01 136.76 2,432.22		6,036.08	
021592	002	23/10/2014	CP300	CRITERION PICTURES	769458 769459	MOVIES MOVIES	34.05 11.65		45.70	
021593	002	23/10/2014	CRC05	CANADIAN RED CROSS	IN00267037	SWIMMING PROGRESS	16.80		16.80	
021594	002	23/10/2014	DS514	DESROSIERS SARAH	121059	DESROSIERS-YOGA SU	132.52		132.52	
021595	002	23/10/2014	EP047	ENGINEERED PUMP SE	10617	MARINE DRIVE PIPES	5,112.65		5,112.65	
021596	002	23/10/2014	F9133	FORTUNE, ABBY	121062	FORTUNE-TVI	104.76		104.76	
021597	002	23/10/2014	FA898	FORTUNE ABBY	121048	FORTUNE-PETTY CASH	44.19		44.19	
021598	002	23/10/2014	GPC25	GREATPACIFIC CONSU	71	WATER PROFILING/SA	16,300.00		16,300.00	
021599	002	23/10/2014	IH042	INNER HARMONY SERV	3061	SEPT/14 WEDDING	26.25		26.25	
021600	002	23/10/2014	KA001	KOERS & ASSOCIATES	1454-003 1454-002	141 OPERATION SUPP 141 WATER OPTIONS	4,167.45 8,206.77		12,374.22	
021601	002	23/10/2014	L9346	LYONS GEOFF	121057	LYONS-CBT	45.36		45.36	
021602	002	23/10/2014	ND001	VING VI NEWSPAPER	3661	TOWN HALL MEETING	235.40		235.40	
021603	002	23/10/2014	RD205	ALBERNI-CLAYOQUOT	SEP 29/14	WPT-LARGE GARBAGE	11.40		11.40	
021604	002	23/10/2014	SC987	SIMPLY COMMUNICATI	336	HR	157.50		157.50	
021605	002	23/10/2014	SF061	STEVENS FLICKERINE	121060	STEVENS-OCT/14 YOG	487.41		487.41	
021606	002	23/10/2014	SW002	SEW WEST SIGNS	2062 2108 2100	UKEE DAYS BANNER UKEE DAYS SIGN WSHRM SIGNS	50.40 408.80 60.48		519.68	
021607	002	23/10/2014	TT881	TILSON, TYLER	121058	61192-OVER PYMT	802.33		802.33	
021608	002	23/10/2014	UP459	UCLUELET PETRO-CAN	17114819 17114990 17115051 17115055 17115025 17115032	WIPERS WATER PUMP FORD RANGER OIL CH KEYS #24 OIL CHANGE #23 OIL CHANGE	33.49 461.44 113.57 13.44 69.49 60.42		751.85	
021609	002	23/10/2014	WI219	WALCO INDUSTRIES L	26404	RENTAL OCT/14-NOV/	283.36		283.36	
021610	002	31/10/2014	ACE92	ACE COURIER SERVIC	11132304	TRAN SIGN	51.24		51.24	
021611	002	31/10/2014	AGS11	AGS BUSINESS SYSTE	723675	SEPT/14	92.78		92.78	
021612	002	31/10/2014	AJ001	ACTON OSTRY ARCHIT	#5	FINAL LEED SUBMISS	393.75		393.75	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
021613	002	31/10/2014	AL001	ACKLANDS - GRAINGE	43540525639	BATTERY/SMOKE TUBE	296.35		296.35	
021614	002	31/10/2014	BE737	BENSON ERICA	121065	BENSON-OCT12-18&19	1,478.40		1,478.40	
021615	002	31/10/2014	BR021	BARRY'S REXALL DRU	400194	BRUSHES/SWABS	14.87		14.87	
021616	002	31/10/2014	CE004	CORPORATE EXPRESS	36821032 36857704	CALENDARS/TAPE/PEN B/O PRINTER CARTRI	179.07 9.17		188.24	
021617	002	31/10/2014	CK608	CORTES KEVIN	D446	D446	4,091.89		4,091.89	
021618	002	31/10/2014	CP300	CRITERION PICTURES	769728 769768 769928	OCT/14 OCT/14 OCT/14	40.37 45.70 37.63		123.70	
021619	002	31/10/2014	DC466	DYNAMEX CANADA LTD	1006120	N.IS LABS/ALBERNI	91.04		91.04	
021620	002	31/10/2014	EL048	ERIK LARSEN DIESEL	711957	#12-GREASE	19.04		19.04	
021621	002	31/10/2014	FW050	FAR WEST FOODS GRO	286301 286217 286357 286204 283500	SOAP/PAPER PRODUCT WATER DEPOSIT PAPER PRODUCTS WATER CHEESIES	104.85 50.00- 119.34 68.80 13.89		256.88	
021622	002	31/10/2014	LBG73	LONG BEACH GUTTERS	746223 746220	CLEAN GUTTERS CLEAN GUTTERS	252.00 147.00		399.00	
021623	002	31/10/2014	MMB55	MURDY & McALLISTER	20399	4438	280.37		280.37	
021624	002	31/10/2014	MS011	MOONEY, SARAH	121061	MOONEY-CANLOG MEET	256.15		256.15	
021625	002	31/10/2014	MS917	MIKE SHEPHERD	13117	SOUND/TOWN HALL ME	150.00		150.00	
021626	002	31/10/2014	MWC54	MAKE WAVES CONSULT	141016	TOWN HALL VIDEO	262.50		262.50	
021627	002	31/10/2014	ND001	VING VI NEWSPAPER	3749 3777 3724	SHAKEOUT/FLEA MARK HALLOWEEN/ELECTION ELECTION/FIRE WEEK	691.95 230.67 397.83		1,320.45	
021628	002	31/10/2014	NI005	NORTH ISLAND LABOR	93457 93470 93505 92376 93532	114980-01-03 114933-01 114758;114759;1147 113071-01-05 115153.01-05	78.75 26.25 1,157.63 131.25 131.25		1,525.13	
021629	002	31/10/2014	OCN01	OCN GARDEN CENTRE	116078	BULBS/TRAILERS	599.47		599.47	
021630	002	31/10/2014	RC006	POPPY FUND BR 65	758273	2 WREATHS	160.00		160.00	
021631	002	31/10/2014	SBC01	SBC INSURANCE AGEN	18575	INSURANCE	1,100.00		1,100.00	
021632	002	31/10/2014	SG927	SCHREIBER GERRY	121067	SCHRIEBER-V.I.EMER	230.94		230.94	
021633	002	31/10/2014	SI604	SHU IAN	121066	SHU-PD LATE PYMTS	442.80		442.80	
021634	002	31/10/2014	T9345	TOWGOOD JOHN	121083	TOWGOOD-SFU SEPT/1	543.92		543.92	
021635	002	31/10/2014	TS001	SKYLINE ATHLETICS	2062785	FIELD PAINT FOR LI	397.82		397.82	
021636	002	31/10/2014	UC142	UCLUELET CONSUMER'					218.76	Yes
021637	002	31/10/2014	UR849	UCLUELET RENT-IT C	19411 19439 19231 19238 17682 18812 19048 19388	LIFT STN CLEAN-OUT OCT10/14 PUMP PORT WEEDEATER LINE LEAFBLOWER PARTS BAY PUMPST. SCAFFO JULY/14 PUMP & CLE ANTI WELD BARK MULCH	1,058.40 78.40 81.59 75.90 304.86 156.80 23.07 560.00		2,339.02	
021638	002	31/10/2014	WP166	WINDSOR PLYWOOD -	38612A	2X4'S/GRINDER	66.01		141.40	

# R-1.4

Report: M:\live\lapchklx.p  
 Version: 010003-L58.68.00  
 User ID: mdosdall

District of Ucluelet  
 AP Cheque Listing  
 Cheque # From 021584 To 021701(Cheques only)

Page: 3 of 5  
 Date: 18/11/14  
 Time: 10:59:02

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					38352A	HOSE CLAMPS	15.42			
					39143A	GATE LATCH	4.25			
					38944A	BOLTS/NUT/WASHER	11.06			
					39274A	GOGGLES	7.48			
					39394A	CASTORS/DEADBOLT	37.18			
021639	002	31/10/2014	UC142	UCLUELET CONSUMER'	CO1098927	SNACKS-AFTERSCHOOL	29.84		217.96	
					CO1120368	TOWN HALL/PLAYSCHO	41.96			
					CO1123767	CREAM	16.36			
					CO1082728	PIE SUPPLIES	31.07			
					CO1028201	PLIERS	8.16			
					CO1025995	UVFB OPEN HOUSE	71.22			
					CO1082713	MILK/CREAM	12.67			
					CO1094784A	MILK/CREAM	6.68			
021640	002	31/10/2014	GMG15	GLACIER MEDIA GROU	11117	PLAYSCHOOL SUPERVI	65.19		65.19	
021641	002	31/10/2014	KI001	WORLEYPARSONS CANA	249899	AUG/14	119.07		119.07	
021642	002	31/10/2014	NV785	NOVUS CONSULTING I	5618	JUNE-IT SUPPORT	3,369.19		3,369.19	
021643	002	07/11/2014	AEL78	ALBION ELECTRIC LT	747819	WIRING	162.75		162.75	
021644	002	07/11/2014	CGISC	CGIS CENTRE	41913	OCT/14	686.13		686.13	
021645	002	07/11/2014	CI192	CIBC - VISA CENTRE	OCT/14	OCT/14	7,308.06		7,308.06	
021646	002	07/11/2014	CK608	CORTES KEVIN	D447	D447	3,085.25		3,085.25	
021647	002	07/11/2014	CUPE1	CUPE LOCAL #118	OCT/14	PP20/21/22-2014	1,893.63		1,893.63	
021648	002	07/11/2014	DE001	DUNCAN ELECTRIC MO	P2587	LIFT ST. INSPECTIO	4,777.64		4,777.64	
021649	002	07/11/2014	EL048	ERIK LARSEN DIESEL	712050	#12-SNAP RING	11.20		11.20	
021650	002	07/11/2014	FS004	FOUR STAR WATERWOR	44475	COUPLING	99.75		4,600.53	
					44423	CURB STOP/COUPLING	3,999.24			
					44464	SAND BAGS/METER BO	501.54			
021651	002	07/11/2014	FW050	FAR WEST FOODS GRO	286358	G.BAGS/SOAP/TOISSUE	75.83		268.31	
					286419	SOAP	15.66			
					286465	SOAP	15.66			
					286506	WATER/CHIPS/CHOCOL	192.48			
021652	002	07/11/2014	ii610	IDEXX LABORATORIES	606142410	COLILERT-WATER TES	714.54		714.54	
021653	002	07/11/2014	L9346	LYONS GEOFF	121070	LYONS-MULTIPLEX	51.84		985.45	
					121071	LYONS-VIEA	933.61			
021654	002	07/11/2014	MS170	REVENUE SERVICES O	NOV/14	NOV/14	2,847.75		2,847.75	
021655	002	07/11/2014	NV785	NOVUS CONSULTING I	5654	JUNE/JULY IT SERVI	3,681.57		3,681.57	
021656	002	07/11/2014	PB002	PACIFIC BLUE CROSS	211774	NOV/14 EHB	7,670.18		7,670.18	
021657	002	07/11/2014	PB104	PIONEER BOAT WORKS	71323	SS HINGES	56.95		100.63	
					71305	GLOVES	43.68			
021658	002	07/11/2014	RD205	ALBERNI-CLAYOQUOT	117-2 NOV/14	B/L 1074	78,430.30		78,430.30	
021659	002	07/11/2014	SF061	STEVENS FLICKERINE	121069	STEVENS-OCT21-31/1	284.70		413.94	
					121072	STEVENS-NOV3-4 YOG	129.24			
021660	002	07/11/2014	SJ004	S & J SERVICES	36459	OCT/14	1,386.00		2,805.60	
					36460	OCT/14	138.60			
					36461	OCT/14 JANITORIAL	315.00			
					36462	OCT/14-JANITOR	315.00			
					36463	OCT/14	651.00			
021661	002	07/11/2014	ST497	SURVEYOR OF TAXES	OCT2014	OCT 2014 REMITTANC	1,895.57		1,895.57	
021662	002	07/11/2014	TS002	TRAN SIGN LTD.	145045	STREET & NO PARKIN	680.37		680.37	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
021663	002	07/11/2014	TU428	TOURISM UCLUELET	AUG/14	AUG/14 GRANT	44,938.18		44,938.18	
021664	002	07/11/2014	U0148	UNION OF BC MUNICI	140	2015 DOG TAGS	121.49		121.49	
021665	002	07/11/2014	UR849	UCLUELET RENT-IT C	18591 18143	SCAFFOLD RENTAL SCAFFOLD RENTAL	140.00 191.52		331.52	
021666	002	07/11/2014	USSQT	USS QUEBEC TRIP 20	121073	POINSETTIA	138.00		138.00	
021667	002	07/11/2014	WP166	WINDSOR PLYWOOD -	40034A 39786A 39501A 39072A	SPRAY PAINT SPRAY PAINT GARBAGE CAN/HOSE C DOOR KNOB/TAPE/WD-	17.59 18.45 59.09 48.20		143.33	
021668	002	07/11/2014	WPT01	WILD PACIFIC TRAIL	OCT/14	WPT ARTIST LOOP 20	19,000.00		19,000.00	
021669	002	06/11/2014	MS917	MIKE SHEPHERD	HHOWL	HALLOWEEN HOWL	150.00		150.00	
021670	002	14/11/2014	AL001	ACKLANDS - GRAINGE	43540526156 0526882	CAP SCREW/HEX NUT GLOVES	27.80 184.77		212.57	
021671	002	14/11/2014	BA139	BRUNEAU ADLEY	13119	HALLOWEEN-BALLOON	80.00		80.00	
021672	002	14/11/2014	BC017	BC HYDRO & POWER A	NOV/14	OCT/14	12,179.00		12,179.00	
021673	002	14/11/2014	BE737	BENSON ERICA	121080 121074	BENSON-NOV 2-8/14 BENSON-OCT26-31/14	907.20 884.80		1,792.00	
021674	002	14/11/2014	CC719	CASTOR CONSULTANTS	201447	MONITORING REPORT	2,075.85		2,075.85	
021675	002	14/11/2014	CK608	CORTES KEVIN	D448	D448	770.90		770.90	
021676	002	14/11/2014	CLC12	CARVELLO LAW CORPO	945 947 946 948 949	101009 101037 101022 101041 10110A	279.34 365.78 706.22 2,440.73 1,725.14		5,517.21	
021677	002	14/11/2014	COOP	UCLUELET CONSUMER'	71478659 71478839 71479262 71480183 71480150 71480017 71481346 71481421 71481710 71481747 71482581	#2 #24 #12 #24 #2 #5 #23 #3 #13 FORD RANGER #13	60.01 79.62 57.51 149.81 47.44 54.31 75.35 121.65 14.98 69.63 31.08		761.39	
021678	002	14/11/2014	COOP	UCLUELET CONSUMER'	71484587 71483044 71487767 71487608 71487622 71487636 71488132 71485192 71485093 71485578 71486196	#13 #1 DIESEL FORD RANGER #23 #10 PROPANE #4 #2 JERRY CANS/OIL #24	10.87 120.00 37.86 52.62 78.05 131.17 27.18 92.01 37.38 162.21 139.75		889.10	
021679	002	14/11/2014	COOP	UCLUELET CONSUMER'	71488347 71490271 71490419 71490706 71491208 71491618	#2 #12 #3,#14 #2 #1	55.86 88.16 209.19 75.71 130.69 72.76		632.37	
021680	002	14/11/2014	CVVM6	COWICHAN VALLEY VO	3955622	UKEE DAYS AD	693.00		693.00	
021681	002	14/11/2014	DC466	DYNAMEX CANADA LTD	1010802	N.IS.LABS/ALBERNI	87.12		87.12	

# R-1.6

Report: M:\live\lapchklx.p  
Version: 010003-L58.68.00  
User ID: mdosdall

District of Ucluelet  
AP Cheque Listing  
Cheque # From 021584 To 021701(Cheques only)

Page: 5 of 5  
Date: 18/11/14  
Time: 10:59:03

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
021682	002	14/11/2014	DK143	DEVRIES KATHY	121078	DEVRIES-OCT/14	500.00		500.00	
021683	002	14/11/2014	HK793	HODDER KK	121076	HODDER-ART SUPPLIE	120.58		120.58	
021684	002	14/11/2014	HS002	HOGAN, SARAH	121079	HOGAN-OCT/14 DANCE	576.46		576.46	
021685	002	14/11/2014	IMS01	ISLAND MAILING SYS	1441	INK CARTRIDGE	145.90		145.90	
021686	002	14/11/2014	LC077	LOOMIS EXPRESS	5083996	24000	30.03		30.03	
021687	002	14/11/2014	NP156	NORTH PACIFIC REPA	3218	#13 HUB DRIVE	1,938.99		1,938.99	
021688	002	14/11/2014	NV785	NOVUS CONSULTING I	5856	OCT/14	117.27		117.27	
021689	002	14/11/2014	PE226	PAVELEY EMMA	121075	PAVELEY-OCT/14	620.00		620.00	
021690	002	14/11/2014	PW280	PITNEYWORKS	106244	OCT/14 POSTAGE	1,062.44		1,062.44	
021691	002	14/11/2014	RP126	RAYLEC POWER LP	20155021	SOLAR SPEED READER	29,137.50		29,137.50	
021692	002	14/11/2014	RPI46	ROADPOST INC. T462	RC08083817	NOV/14	61.95		61.95	
021693	002	14/11/2014	SB304	SCHANTZ BOB	OCT/14	SCHANTZ-OCT/14	1,232.00		1,232.00	
021694	002	14/11/2014	SS440	SHELONGOSKY SHAUN	121081	INCHANTER	4,110.65		4,110.65	
021695	002	14/11/2014	TE541	TECH ELECTRICAL CO	1366	RAINFOREST DR	804.21		804.21	
021696	002	14/11/2014	TM005	TELUS MOBILITY	OCT/14	OCT/14	1,183.11		1,183.11	
021697	002	14/11/2014	TP002	TELUS	OCT/14	OCT/14	3,444.70		3,444.70	
021698	002	14/11/2014	U0148	UNION OF BC MUNICI	UBCM-302	CALENDARS/NETWORK	115.80		115.80	
021699	002	14/11/2014	UD806	UKEE DOGS EATERY	28	MIN.JOBS TOURISM	38.10		38.10	
021700	002	14/11/2014	UI923	UKEE INFO TECH	10104	PC SUPPORT/SONIC W	698.25		698.25	
021701	002	14/11/2014	UV145	UCLUELET VIDEO SER	NOV/14-948 NOV/14 491	NOV/14-948 NOV/14 DATA TRANSF	48.11 557.76		605.87	
Total:							333,296.20	0.00	333,296.20	

\*\*\* End of Report \*\*\*



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 25<sup>TH</sup>, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 0340-50 POLICY

**SUBJECT:** WAIVING OF FEES FOR FACILITY USE - POLICY

**ATTACHMENT(S):** UCLUELET PARKS & RECREATION FACILITY USAGE APPLICATION FORM

### RECOMMENDATION(S):

1. **THAT** Council adopts the attached policy and application form.

### PURPOSE:

The purpose of this report is to provide Council with a policy for the Waiving of Fees for Facility Use.

### BACKGROUND:

Based on a staff report from Spring of 2014 Council directed the Director of Parks & Recreation to create a policy in regards to the waiving of fees for facility use.

As discussed, council wanted those able to pay to pay and to provide staff with ability to make a judgment on the rest so that requests didn't always have to come to a council meeting which could be inefficient and often had timing issues.

The proposed policy updates the current Room Booking Policy 13/96. The District of Ucluelet's Room Booking policy 13/96 stated – whereby all community non-profit groups are excluded from paying a rental fee.

This policy provides levels of procedure and addresses the need for providing parameters for organizations and the Parks & Recreation Department for the overall waiving of fees.

**Respectfully submitted:**

Abby Fortune, Director of Parks & Recreation



**POLICY NUMBER:** 15-7900-1

**REFERENCE:**

Waiving of Fees for Facility Use

**ADOPTED BY:**

Council  
 <Date Adopted>

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Parks & Recreation

**EFFECTIVE DATE:**

<Date>

**Policy Statement:**

Page 1 of 2

The District of Ucluelet relies on fees and other charges to offset the cost of certain services. These fees and charges are a vital part of District revenues and help in reducing the amount of taxation that would otherwise be collected to fund the services.

Conversely, the Council of the District of Ucluelet recognizes and values the important work done by non-profit organizations and the contributions made to the community by individuals and local businesses.

**Principles:**

As is the current practice, facility bookings will be tracked in the financial system whether a fee is charged to a user or not.

Groups seeking relief on paying fees must make application to the Ucluelet Parks & Recreation Department to assess need. This will allow the Director of Parks & Recreation to determine a group's ability to pay the fee and/or any direct costs associated with using the facility. The Director will review the request in discussion with Council, where appropriate, for financially significant requests.

The following options for the waiving or reducing fees for facility use will be identified on the Facility Usage Form:

1. Where an organization is deemed to have the ability to pay, the District will not waive or reduce fees and other charges.
2. Where an organization does not have the ability to pay the District will waive the fee and charge a cleaning fee and other direct costs associated with the use of facility.
3. Non-profits will have their fees waived if space is available but will still pay direct costs associated with the use of the facility.
4. The Director of Parks & Recreation may reduce the fees on long term or high use rentals.



**Attachments:**

- Facility Usage Form

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Mayor Bill Irving  
District of Ucluelet



# Ucluelet Parks & Recreation Facility Usage Application Form

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: home: \_\_\_\_\_ cell: \_\_\_\_\_

Category:

Profit	
Non-profit	
Charity	
Community Group	
Fundraising	

Would you be able to hold your event/program without waiving of the fee? \_\_\_\_\_

Would you be able to afford half of the fee? \_\_\_\_\_

Is the facility request for a fundraising event? \_\_\_\_\_

What is the organization fundraising for? \_\_\_\_\_

Would you be interested in volunteering opportunities within the department? \_\_\_\_\_

(please note volunteering is not contingent on the application but is always appreciated)

## Facility Request

All additional direct charges must be covered by the applicant i.e. cleaning

Damage deposit may be required

We reserve the right to limit the number of waived fees for bookings.

We reserves the right to bump a non-paying booking with notice.

Facility requests are subject to availability of dates

Facility Requested	Type of Event	Date(s) Request	Amount Waived	Direct cost Charges	Signature

*I, the undersigned, certify that all the information contained in this application is correct to the best of my knowledge. I am aware that the application will be considered by the Ucluelet Parks & Recreation Department and that all information contained in this application will be kept confidential.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

Please return completed and signed form to:

Ucluelet Parks & Recreation Department  
P.O. Box 999 500 Matterson Drive  
Ucluelet, B.C. V0R 3A0

For more information please contact Abby Fortune, Director of Parks & Recreation 250-726-7772 or [afortune@ucluelet.ca](mailto:afortune@ucluelet.ca)

\_\_\_\_\_  
Follow-up

\_\_\_\_\_  
Date



## STAFF REPORT TO COUNCIL

Council Meeting: November 25, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** WARREN CANNON, PUBLIC WORKS SUPERINTENDENT

**FILE NO:** 5320-20 BOLLARDS

**SUBJECT:** FOLLOW-UP REPORT ON MATTERSON DELINEATORS

**ATTACHMENT(S):** NONE

### RECOMMENDATION(S):

1. **THAT** Council receives this report for information.
2. **THAT** Council direct staff to pursue installation of delineators and discs on Matterson Drive.

### PURPOSE:

The purpose of this report is to provide Council with a follow-up report to concerns raised at the October 14, 2014 Council meeting and from a site visit on November 6, 2014.

### BACKGROUND:

Council expressed concerns about the safety of pedestrians along the walkway on Matterson Drive from the high school to Big Beach. Staff reviewed the area and recommended the installation of high visibility delineators and discs, which will improve visibility, and submitted a report to Council on October 14, 2014.

At the council meeting of October 14, 2014 there was concerns expressed by Council on the placement of delineators and discs. Council requested a follow-up report be submitted by staff which included visual aids for delineators and disc placement to review and analysis on the subsequent effects on safety.

An information package was provided to Council and included product information, product safety facts as well as a visual aid on delineators and discs placement at the location. On November 6, 2014 a site visit was conducted at the location and a mock visual was laid out of the proposed pattern.

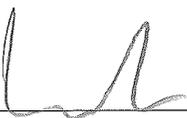
From the meeting Council determined a pattern of two delineators spaced 4.6m apart with four discs of equal spacing within the delineators had the best visual effect without being too abrasive to vehicle drivers.

The spacing between delineators is generally a function of the radius of the road's horizontal curvature. There is no minimum distance between delineators. The use of delineators on a straight section of roadway is considered optional except where deemed necessary, for example in the case of an embankment. In this case reflectors will be used to separate the walking path from the road.

**SUMMARY AND CONCLUSION:**

The objective of this report is to provide a follow-up report to address the concerns raised by Council at the October 14, 2014 Council meeting and recommend the installation of the delineators and discs along Matterson Drive walkway between Peninsula Road and Bay Street in the pattern determined by Council's site visit on November 6, 2014. The new pattern does not exceed the allocated amount of \$15,000.00 budgeted for 2014.

**Respectfully submitted:**



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Warren Cannon,  
Superintendent of Public Works



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 25, 2014  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ANDREW YEATES, CAO

**FILE NO:** 3900-25 BYLAW 1178

**SUBJECT:** FOURTH READING OF PROPOSED OATH OF OFFICE BYLAW 1178, 2014 FOR ELECTED OFFICIALS

**ATTACHMENT(S):** APPENDIX A – BYLAW 1178, 2014

### RECOMMENDATION(S):

1. **THAT** Council receives this report for information;
2. **THAT** Council give Fourth Reading and subsequent adoption to the proposed 'Oath of Office Bylaw 1178, 2014'.

### PURPOSE:

The purpose of this report is to outline the actions required should Council wish to establish a new oath or solemn affirmation of office for the 2014 general local election.

### BACKGROUND:

At the October 14, 2014 Regular Meeting, Council gave First, Second, and Third Reading to the proposed 'Oath of Office Bylaw 1178, 2014'. To date, the District of Ucluelet has never adopted a bylaw for the Oath of Office.

The *Community Charter* requires elected members of Council to take an oath or solemn affirmation of office, within 45 days of the declaration of election results. The form of the oath of office is prescribed by the *Local Government Elections Regulation* (B.C. Reg. 380/93), unless Council enacts a bylaw establishing its own form of oath of office, as provided under Section 120(2) of the *Community Charter*. The oath of office is traditionally sworn or affirmed at the Inaugural meeting of Council following a general local election, which will fall on December 1, 2014.

### SUMMARY AND CONCLUSION:

The objective of this report is to outline the course of action for Council should they wish to establish a new oath or solemn affirmation of office for the purposes of the 2014 general local election.

**Respectfully submitted:**

Andrew Yeates, CAO

**DISTRICT OF UCLUELET**

**BYLAW NO. 1178, 2014**

“A Bylaw for the Establishment of an Oath or Solemn Affirmation of Office for Elected or Appointed Officials of the District of Ucluelet”

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**WHEREAS** section 120(2) of the *Community Charter* states a Council may, by bylaw, establish the oath or solemn affirmation of office for elected or appointed officials;

**AND WHEREAS** the District of Ucluelet Council wishes to establish an oath or solemn affirmation of office for elected or appointed officials;

**NOW THEREFORE** the Council of the District of Ucluelet enacts as follows:

Title

1. This bylaw may be cited as "Oath of Office Bylaw No. 1178, 2014".

Oath

2. Pursuant to Section 120 of the *Community Charter*, the oath or solemn affirmation of office for persons elected or appointed to office on District of Ucluelet Council is as shown in Schedule A attached to and forming part of this bylaw.

**READ A FIRST TIME** this 28<sup>th</sup> day of **OCTOBER, 2014**.

**READ A SECOND TIME** this 28<sup>th</sup> day of **OCTOBER, 2014**.

**READ A THIRD TIME** this 28<sup>th</sup> day of **OCTOBER, 2014**.

**ADOPTED** this \_\_\_ day of \_\_\_, **2014**.

**CERTIFIED CORRECT;** "Oath of Office Bylaw No. 1178, 2014".

---

Bill Irving  
Mayor

---

Andrew Yeates  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto affixed  
in the presence of:

---

Andrew Yeates  
Corporate Officer

**DISTRICT OF UCLUELET****Schedule A to Bylaw No. 1178, 2014****OATH OF OFFICE**

I, ...[name of person elected or appointed]..., do solemnly affirm that:

I am qualified to hold the office of ...[office]... for the District of Ucluelet to which I have been elected;

I have not, by myself or any other person, knowingly contravened the Election Act respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the Community Charter, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter;

And, in addition, I do solemnly pledge to:

- Act with integrity and good judgment for the well-being and interests of the community as a whole;
- Provide stewardship of public assets and to contribute to the development and evaluation of the District's policies and programs;
- Foster the economic, social, and environmental prosperity of the District of Ucluelet;
- Abide by the statutes, bylaws, and policies that govern the District and promote transparency, accountability, and responsible leadership; and
- Further the District of Ucluelet as a livable, healthy, and well-managed community through good governance and visionary leadership.

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Harbour Advisory Commission  
Meeting June 5, 2014 7:30 pm Ucluelet Community Centre  
500 Matterson Drive, Ucluelet BC

**IN ATTENDANCE**

Doug Kimoto  
Rich Parlee  
Laurie Charnell  
Rob Thoms  
Roger Gudbranson  
Councillor Sally Mole  
Barb Millar, recording secretary

**CALL TO ORDER**

Chairperson Parlee called the meeting to order at 7:40 pm.

**APPROVAL OF THE MINUTES**

*Moved by Commissioner Charnell, seconded by Commissioner Kimoto to accept the minutes of the January 16, 2014 as presented.*

**CARRIED**

**BUSINESS OUT OF THE MINUTES**

*Moved by Commissioner Charnell and seconded by Commissioner Kimoto to request the Harbour Authority provide the Harbour Advisory a copy of a boat basin map showing the water lease area of the Barkley Adventure Station; and request information for clarification as to whether charter boats using the Barkley Adventure Station have to be part of their company.*

**CARRIED**

*Moved by Commissioner Thoms and seconded by Commissioner Gudbranson to request information on the tenure of the Barkley Adventure Station lease.*

**CARRIED**

Councillor Mole will follow up with District staff regarding the Otter street house and ramp motion from the last meeting.

Councillor Mole will follow up with District staff to see if a request has been made to paint/clean up the Coast Guard boat shed.

**EXPANSION PROPOSAL: COMMISSIONER CHARNELL**

Commissioner Charnell gave a power point presentation which summarized three different expansion options for the outer basin.

The Harbour Authority requested Councillor Mole make arrangements at the next council meeting for a presentation of the expansion options presented by Commissioner Charnell be planned for at June 24, 2014 regular council meeting.

*Moved by Commissioner Kimoto and seconded by Commissioner Gudbranson to request the Harbour Authority proceed with the dredging application process for the inner and outer basin as soon as possible.*

**CARRIED**

*Moved by Commissioner Charnell and seconded by Commissioner Gudbranson to recommend to the Harbour Authority the expansion options are forwarded for consideration to an engineering consultant.*

**CARRIED**

**CORRESPONDENCE**

**NONE**

**HARBOUR MANAGER'S REPORT**

Kevin Cortes submitted a summary report of harbour activities to date.

*Moved by Commissioner Gudbranson, seconded by Commissioner Thoms to receive the Harbour Managers report.*

**CARRIED**

**NEW BUSINESS**

*Moved by Commissioner Charnell and seconded by Commissioner Gudbranson to recommend to the Harbour Authority the new phase of the Pat Leslie boat ramp is properly engineered to ensure the proper grade.*

**CARRIED**

*Moved by Commissioner Thoms and seconded by Councillor Charnell to recommend to the Harbour Authority the fees charged to off-load at the Whiskey Dock be as much or more than the fish plants charge and methods to control access to the dock during off hours are considered.*

**CARRIED**

*Moved by Commissioner Thoms and seconded by Commissioner Charnell to recommend to the Harbour Authority that plans for marine spill response be circulated to waterfront businesses and waterfront residents, and also to be posted at all public wharves.*

**CARRIED**

**NEXT MEETING**

September 4, 2014 at 7:30 pm at the Ucluelet Community Centre.

**ADJOURNMENT**

*It was moved by Chairperson Parlee to adjourn the meeting at 9:12 pm.*

**CARRIED**

Harbour Advisory Commission  
Meeting September 4, 2014 7:30 pm Ucluelet Community Centre  
500 Matterson Drive, Ucluelet BC

**IN ATTENDANCE**

Doug Kimoto  
Rich Parlee  
Laurie Charnell  
Rob Thoms  
Roger Gudbranson  
Councillor Sally Mole  
Mayor Bill Irving  
Councillor Geoff Lyons  
Barb Millar, recording secretary

**CALL TO ORDER**

Chairperson Parlee called the meeting to order at 7:40 pm. And extended thanks on behalf of the commission to members of Council for attending this meeting.

**APPROVAL OF THE MINUTES**

*Moved by Commissioner Kimoto, seconded by Commissioner Gudbranson to accept the minutes of the June 5, 2014 as presented.*

**CARRIED**

**BUSINESS OUT OF THE MINUTES**

Mayor Irving summarized a recent conversation with Ms. Rattan:

- DFO are concerned with the extension cords running along the dock at 52 steps from the vessel the *May Queen* to a power hook up at the steps; this is considered a fire hazard.
- \$100,000 of funding is available for fire prevention in inner and outer basin.
- Evacuation ladders are being sent to Ucluelet to be tried out.
- Mr. Vahid Kahnamelli and Ms. Katie Rattan were very impressed with Harbour Commission presentation, but reminded Harbour Authority no funds will be provided for any area outside of their jurisdiction - i.e. Seaplane Base.

*Moved by Commissioner Thoms and seconded by Commissioner Charnell to recommend to the Harbour Authority a letter be sent to Ms. Katie Rattan and Mr. Vahid Kahnamelli requesting the information they indicated they could provide to the Commission as discussed at the August 18, 2014 presentation: results of sounding survey; pertinent data on file (wind waves study), breakwater options, and core sampling figures for dredging.*

**CARRIED**

*Moved by Commissioner Gudbranson and seconded by Commissioner Thoms to recommend to the Harbour Authority they make the Harbour Commission proposal for an outer basin improvement as a formal request to Small Craft Harbour.*

**CARRIED**

*Moved by Commissioner Kimoto and seconded by Commissioner Charnell to recommend the Harbour Authority to send a request to Ms. Rattan a survey of lot lines be undertaken at the inner and outer basin.*

**CARRIED**

*Moved by Commissioner Thoms and seconded by Commissioner Gudbranson to recommend to the Harbour Authority a public information session is scheduled for concerned citizens regarding the Harbour Commission's basin project proposal.*

**CARRIED**

**CORRESPONDENCE**

**NONE**

**HARBOUR MANAGER'S REPORT**

Kevin Cortes submitted a summary report of harbour activities to date.

*Moved by Commissioner Charnell, seconded by Commissioner Kimoto to receive the Harbour Managers report.*

**CARRIED**

**NEW BUSINESS**

*Moved by Commissioner Gudbranson and seconded by Commissioner Charnell to recommend to the Harbour Authority the vessel "May Queen" is moved from 52 steps and the power cords are removed from the dock.*

**CARRIED**

*Moved by Commissioner Charnell and seconded by Councillor Kimoto to recommend to the Harbour Authority an information letter be sent to Ms. Katie Rattan, clarifying the noise problems from boats is not occurring at 52 steps, but at the inner and outer basin, and to recommend monies available be spent on a power upgrade to better serve the larger vessels at these locations.*

**CARRIED**

**NEXT MEETING**

November 13, 2014 at 7:30 pm at the Ucluelet Community Centre.

**ADJOURNMENT**

*It was moved by Chairperson Parlee to adjourn the meeting at 8:45 pm.*

**CARRIED**

Harbour Advisory Commission  
 Meeting November 13, 2014 Ucluelet Community Centre  
 500 Matterson Drive, Ucluelet BC

**IN ATTENDANCE**

Laurie Charnell  
 Roger Gudbranson  
 Doug Kimoto  
 Rich Parlee  
 Rob Thoms  
 Councillor Sally Mole  
 Barb Millar, recording secretary

**CALL TO ORDER**

Chairperson Parlee called the meeting to order at 7:33 pm.

**APPROVAL OF THE MINUTES**

*Moved by Commissioner Gudbranson seconded by Commissioner Charnell to accept the minutes of the September 4, 2014 as presented.*

**CARRIED**

**BUSINESS OUT OF THE MINUTES**

*Moved by Commissioner Gudbranson and seconded by Commissioner to recommend to Council that the minutes from the Harbour Authority Commission meetings be sent to staff for status update, and then to the next council meeting for any recommendations to be addressed, with an update to the Harbour Authority Commission for the next quarterly meeting.*

**CARRIED**

*Moved by Commissioner Charnell and seconded by Commissioner Thoms to request a status report from council regarding actions on the motions of the September 4, 2014 Harbour Advisory Commission meeting.*

**CARRIED**

*Moved by Commissioner Charnell and seconded by Commissioner Kimoto to recommend to Council to direct staff to ensure safety ladders are installed.*

**CARRIED**

**CORRESPONDENCE**

**NONE**

**HARBOUR MANAGER'S REPORT**

Kevin Cortes submitted a summary report of harbour activities for September and October 2014.

*Moved by Commissioner Charnell seconded by Commissioner Thoms to receive the Harbour Managers report.*

**CARRIED**

**NEW BUSINESS**

*Moved by Commissioner Kimoto and seconded by Commissioner Gudbranson to request council advertise for new Harbour Advisory Commissioners as necessary.*

**CARRIED**

*Moved by Commissioner Gudbranson and seconded by Commissioner Thoms to refer to council the June motion regarding the harbour response plan for their immediate consideration.*

**CARRIED**

*Moved by Commissioner Gudbranson and seconded by Commissioner Charnell to request an annual report of the revenues and expenditures for each of the Small Craft Harbour facilities.*

**CARRIED**

*Moved by Commissioner Charnell and seconded by Commissioner Kimoto the lease renewal for the Float House be sent to the Harbour Advisory Commission for review prior to renewal.*

**CARRIED**

**NEXT MEETING**

December 10, 2014 at 7:30 pm at the Ucluelet Community Centre.

**ADJOURNMENT**

*It was moved by Chairperson Parlee to adjourn the meeting at 8:45 pm.*

**CARRIED**

DRAFT